



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)



17 January 2017

MEMORANDUM FOR AFIT/ENS

ATTENTION: MR. KENNETH L. SCHULTZ

FROM: AFIT/ENS

SUBJECT: Consideration of Proposed Disciplinary Action – Interim Notice

1. In accordance with Air Force Instruction 36-704, *Discipline and Adverse Actions*, you are advised that disciplinary action is being considered against you in connection with allegations that you made inappropriate comments and failed to comply with Air Force standards of conduct. I will thoroughly investigate the situation, evidence and all additional information gathered as facts before reaching any final conclusion.
2. If it becomes necessary to formally propose an administrative action regarding this matter, you will be officially notified in writing. If such action is proposed, you will be informed of your right to reply to the action identified in the proposal letter.

Joseph J. Pignatiello, Ph.D.
Head, Department of Operational Sciences

I acknowledge receipt of this memorandum.

Employee Signature

Date: _____



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MEMORANDUM FOR AFIT/ENS

ATTENTION: MR. KENNETH L. SCHULTZ

FROM: AFIT/ENS

SUBJECT: Reassignment of Teaching Duties for the 2017 Winter Quarter

1. As a result of the ongoing investigation, your teaching duties for the remainder of the 2017 Winter Quarter are hereby changed. Effective immediately, you are no longer the instructor of record for LOGM 542. Another faculty member will be assigned all teaching and grading responsibilities for LOGM 542 for the remainder of this term.
2. You are instructed to turn over to Lt Col Matt Douglas, ENS Deputy Department Head for Military Duties, all materials related to the current LOGM 542 course as well as all course materials (including but not limited to PowerPoint slides, recorded lectures, midterm/final examinations) for any previous offerings of LOGM 542 and LOGM 545 including in-residence, distance learning and any ASAM or SANDS versions.
3. You are expected to continue to advise your two MS thesis students with the full expectation that they complete their thesis documents, defend their work and meet all graduation suspenses on-time so that they can graduate in March 2017.
4. Until further notice, you are instructed not to attend any classes, lectures, seminars or dissertation or thesis defenses where any AFIT students may be in attendance. The specific permitted exception to this instruction being the thesis defenses of your two MS students.
5. Your teaching duties for the remainder of the 2017 Winter Quarter are as follows. You are to prepare all the necessary instructional materials needed to facilitate the delivery of a canned, distance learning modality version of LOGM 542. These required course materials will include all recorded video lectures, PowerPoint slides, homework and reading assignments, as well as midterm and final examinations with answer keys. Your progress will be monitored each week by Dr. Jeff Weir, the ENS Deputy Department Head for Civilian Duties. You are instructed to meet with Dr. Weir for clarification and any further specific instructions including scheduling arrangements for regular progress/status meetings, the use of a shared drive depository for all the teaching materials created for LOGM 542, and to document your successful progress on this new teaching assignment. I will evaluate your teaching performance based on the quality of the course materials that you prepare and the readiness for deployment of the materials.

Joseph J. Pignatiello, Ph.D.
Head, Department of Operational Sciences

I acknowledge receipt of this memorandum.

Employee Signature

Date: _____