



DEPARTMENT OF THE AIR FORCE
20TH FIGHTER WING (ACC)
SHAW AIR FORCE BASE SOUTH CAROLINA

23 November 2025

MEMORANDUM FOR (Subject's) Rank FIRST M. LAST

FROM: (Issuer's) ORG/SYMBOL

SUBJECT: Letter of Counseling

1. Investigation has disclosed the *incident description*.
2. You are hereby counseled. *impact and expected improvement*. Your conduct is unacceptable and any future misconduct may result in more severe action.
3. The following information required by the Privacy Act is provided for your information.
AUTHORITY: 10 U.S.C. § 8013. **PURPOSE:** To obtain any comments or documents you desire to submit (on a voluntary basis) for consideration concerning this action. **ROUTINE USES:** Provides you an opportunity to submit comments or documents for consideration. If provided, the comments and documents you submit become a part of the action. **DISCLOSURE:** Your written acknowledgement of receipt and signature are mandatory. Any other comments or documents you provide are voluntary.
4. You will acknowledge receipt of this letter immediately by signing the first indorsement. Within 3 duty days from the day you received this letter, you will provide your response by signing the second indorsement below. Any comments or documents you wish to be considered concerning this letter must be submitted at that time, and will become part of the record, consistent with AFI 36-2907, Adverse Administrative Actions, paragraph 2.4.2.5. After receiving your response, I intend to notify you of my final disposition of this action within 3 duty days.

(Issuer's) FIRST M. LAST, Rank, USAF
Duty Title

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4th Ind to (Issuer's) ORG/SYMBOL, 23 November 2025, Letter of Counseling

(Subject's) Rank FIRST M. LAST

23 November 2025

MEMORANDUM FOR (Issuer's) ORG/SYMBOL

1. I acknowledge receipt and understanding of this letter on _____ at _____ hours. I understand that I have 3 duty days from the date I received this letter to provide a response and that I must include in my response any comments or documents I wish to be considered concerning this Letter of Counseling.

(Subject's) FIRST M. LAST, Rank, USAF

4th Ind, (Subject's) Rank FIRST M. LAST

Date: _____

MEMORANDUM FOR (Issuer's) ORG/SYMBOL

1. I have reviewed the allegations contained in this Letter of Counseling. *I am submitting the attached documents in response / I hereby waive my right to respond.*

(Subject's) FIRST M. LAST, Rank, USAF

4th Ind, (Issuer's) Rank FIRST M. LAST

Date: _____

MEMORANDUM FOR (Subject's) Rank FIRST M. LAST

1. *I have considered the response you submitted / You waived your right to submit a response to this action.* I have decided to *withdraw / sustain* the Letter of Counseling.

(Issuer's) FIRST M. LAST, Rank, USAF

4th Ind, (Subject's) Rank FIRST M. LAST

Date: _____

MEMORANDUM FOR (Issuer's) ORG/SYMBOL

1. I acknowledge receipt of the final decision regarding disposition of this Letter of Counseling on _____ at _____ hours.

(Subject's) FIRST M. LAST, Rank, USAF

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