



CUI  
DEPARTMENT OF THE AIR FORCE  
28TH **SQUADRON NAME** (AFGSC)  
ELLSWORTH AIR FORCE BASE SOUTH DAKOTA

**DATE**

MEMORANDUM FOR STAFF SERGEANT **MAYNARD H. SNUFFY**

FROM: **28 UNIT/CC**

SUBJECT: Letter of Reprimand – **Describe Conduct (i.e. Driving Under the Influence)**

1. On or about DATE, **describe the conduct/underlying events that resulted in LOR action.**
2. **REPRIMAND:** You are hereby **REPRIMANDED!** As an [Airman/Noncommissioned Officer/Senior Noncommissioned Officer] in the United States Air Force, you have failed to hold yourself to the standard expected of you. These actions have severely degraded your dependability and trustworthiness in this [squadron/group] and bring great discredit to yourself, this unit, and the United States Air Force. I expect you to recommit yourself to exhibiting our Core Values both on and off-duty, as well as conduct yourself within the rules and regulations provided to you. Any further misconduct of this type may result in stronger actions against you.
3. The following information required by the **Privacy Act** is provided for your information. **AUTHORITY:** 10 U.S.C. § 9013. **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 response you submit becomes a part of the record. **DISCLOSURE:** Your written acknowledgment of receipt and signature are mandatory. Any other comments or documents you provide are voluntary.
4. You will acknowledge receipt of this letter of reprimand immediately by signing the first indorsement. Within three (3) duty days from the day you receive 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 DAFI 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 three (3) duty days.

**COMMANDER NAME, RANK, USAF**  
Commander

Attachment:

**Insert name of evidence used to bring action, dated XX MONTH XXXX (XX pages)**

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1st Ind, SSgt Maynard H. Snuffy, DATE LOR ISSUED, Letter of Reprimand

MEMORANDUM FOR 28 UNIT/CC

I acknowledge receipt and understanding of this letter on \_\_\_\_\_, 202X 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 reprimand.

MAYNARD H. SNUFFY, SSgt, USAF

2nd Ind, SSgt Maynard H. Snuffy

DATE YEAR

MEMORANDUM FOR 28 UNIT/CC

I have reviewed the allegations contained in this letter of reprimand.

\_\_\_ I am submitting the attached documents in response.

\_\_\_ I hereby waive my right to respond.

MAYNARD H. SNUFFY, SSgt, USAF

CUI

3d Ind, 28 UNIT/CC

DATE YEAR

MEMORANDUM FOR SSGT MAYNARD H. SNUFFY

I have considered the response you provided on \_\_\_\_\_.

\_\_\_\_\_ You have waived your right to submit a response to this action.

\_\_\_\_\_ I have decided to withdraw the Letter of Reprimand.

\_\_\_\_\_ I have decided to reduce the action to a Letter of Admonishment or Counseling.

\_\_\_\_\_ I have decided to place the action in your PIF or placed into a UIF.

COMMANDER NAME, RANK, USAF

Commander

4th Ind, SSgt Maynard H. Snuffy

DATE YEAR

MEMORANDUM FOR 28 UNIT/CC

I acknowledge receipt of the final decision regarding disposition of this letter of reprimand on \_\_\_\_\_ at \_\_\_\_\_ hours.

MAYNARD H. SNUFFY, SSgt, USAF

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