

UNFAVORABLE INFORMATION FILE & CONTROL ROSTER

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1. **INTRODUCTION:** This handout is designed to give you some basic information about unfavorable information files (UIFs), and control roster (CR) actions.
2. **UNFAVORABLE INFORMATION FILE (UIF):**
 - a. **Definition:** The UIF is an official record of unfavorable information about an individual. These records are generally kept by the squadron. It documents administrative, judicial, or nonjudicial censures concerning the member's performance, responsibility, behavior and so on. The commander must ensure that the UIF contains only substantiated unfavorable information.
 - b. **Entry:** A UIF must be established for the following: Punishment under Article 15 which exceeds one month, record of a court-martial conviction, record of a civilian court conviction; and control roster action. **For enlisted members:** *Commanders refer optional documents LOAs, LOCs, or LORs along with an AF IMT 1058 before establish an UIF.* **For officers:** *Commanders refer optional documents (LOAs, LOCs) along with an AF IMT 1058 before establishing an UIF.* If your commander is going to have an LOR placed in a UIF, he or she must advise you of this. Normally, the commander will use an AF Form 1058 to notify you of the intent to file information in a UIF, obtain your response, and record the final decision. If the commander does not use an AF Form 1058, he or she will include notice of the intent to refer the letter for filing in your UIF in the body of the LOR.
 - c. **Time of Entry:** A commander should make a decision to file or not to file an LOR in a UIF at the time the LOR is issued or shortly after. For an Article 15, the commander makes a decision after punishment is imposed and the appeal process is complete. A commander may file an earlier administrative action in the UIF if the date of the action or document is within six months of the current date, the member has not reenlisted since the date of the document, and the document has been referred to the member on AF Form 1058.
 - d. **Response:** You have **three duty days** to respond before the commander makes the final decision on placing an LOR in a UIF. Your response to the UIF action is usually included in the response to the LOR. Any statement you provide must be filed in the UIF. Even if you cannot get rid of the LOR, you can request that it not be put in a UIF.

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- e. **Effect:** A UIF is active for up to two years for enlisted members. An active UIF must be reviewed whenever you are being considered for promotion, reenlistment, PCS, PRP, just to name a few. The complete list is located in AFI 36-2907, paragraph 1.7.1.2. You can PCS with an active UIF; however, the file is forwarded to your gaining commander.
- f. **Duration:** A UIF can be “pulled” from its active status by your commander at their discretion, if removal of the document or UIF is clearly warranted. You can also initiate a request for it to be removed for the commander to consider. Anything added to a UIF will keep it active longer. Inactive status means your life goes on as normal. No one will know you’ve had a UIF unless you tell them, especially when you PCS.
- g. **Disposition:** Table 2.2 of AFI 36-2907 governs the disposition of information in UIFs on enlisted members. Normally, Commanders keep the UIF for one year when an LOR is the only document contained in the UIF. Commanders keep the UIF for two years when it contains an Article 15. The commander can dispose of the UIF early if clearly warranted.
- h. **Right to Inspect:** Individuals have the right to inspect their UIFs after coordinating with the UIF monitor.

3. **CONTROL ROSTER ACTION:**

- a. **Definition:** Commanders use the control roster to set up a six month observation period for individuals whose duty performance is substandard or who fail to meet or maintain Air Force standards of conduct, bearing, and integrity, on or off duty. Commanders inform members on the control roster their performance and behavior must improve or they will face more severe administrative action or punishment.
- b. **Entry:** The member is entered on the roster through AF Form 1058, and is given three workdays to respond.
- c. **Response:** You have three duty days to respond before the commander makes the final decision on placing a member on the control roster.
- d. **Duration:** An individual’s name can’t remain on the control roster for more than six consecutive months. Commanders may put an individual back on the control roster only if a new incident or failure occurs. The commander can remove the member from the control roster early using AF Form 1058.
- e. **Effect:**
 - (1) **EPR/OPR:** Commander may direct an EPR or OPR before entering or removing the person from the control roster, or both.
 - (2) **Formal Training:** The commander cancels all formal training for members during the period they are on the control roster.

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(3) **Other Effects:** Members are potentially ineligible for reenlistment, PCS reassignment, voluntary retraining, PME attendance, and promotion.

f. **Period:** The control roster observation period is a single six-month increment. If a member is not rehabilitated within six months, the other action (administrative, judicial, or nonjudicial), based on observation and counseling during the period, is appropriate. The control roster is cleared at 2400 hours of the last day of the observation period or the date a member separates, retires, or dies.

5. **CONCLUSION:** This fact sheet was intended to give you an overview of your options concerning LORs, UIFs and Control Roster actions. If you should have any further questions, you should review AFI 36-2907. If you still have any further questions, please schedule an appointment with the Area Defense Counsel at 256-3246. Since these are administrative actions and there is no right to an attorney, you will be seen time and resources permitting.

SUGGESTED UIF RESPONSE FORMAT

Date

MEMORANDUM FOR (Name or Office Symbol of Person Who Signed UIF)

FROM: (Your Rank and Full Name)

SUBJECT: Response to UIF, dated

1. Use the following introductory paragraph: *This statement concerns the UIF I received on (date) for (offense). I respectfully request that you consider the following information.*
2. If you believe you did not commit the offense, explain why:
 - Point out discrepancies in the version of events in the UIF
 - Clarify incorrect statements made in the UIF
 - Briefly state what happened in your own words
 - Were your actions misinterpreted? By whom?
 - Were you authorized to do as you did? By whom?
 - Do you have any other explanation? If so, describe
3. If you know you committed the offense:
 - Admit it and apologize
 - Briefly describe any circumstances which explain your actions
 - Avoid making excuses or blaming others
 - Accept responsibility
 - Stress that you have no intention of repeating the offense again
4. Ask for consideration of your background and duty performance so that your unit can realize that you are an asset to the Air Force, such as:
 - Tech school or other specialized training
 - What your job is and what you like about it
 - Any special honors, awards, or achievements you've earned
 - Letters of Appreciation, nominations (Amn of the Quarter, Below-the-Zone)
 - Good EPRs or character statements attached
5. *In conclusion,...*
 - Apologize for the incident in your own words, if you can (which is usually the best thing to do
 - *Based on (evidence submitted and/or good character and/or excellent duty performance, etc.) I respectfully request you do not give me this UIF*
 - *Regardless of what you decide I can assure you I will give the Air Force 100 percent*
 - *Thank you for taking the time to review this response.*

(Sign above your signature block.)
FULL NAME, Rank, USAF