24 September 2016

MEMORANDUM FOR SSGT XXXXXXXXXXX

FROM: 136 MXS/CC

SUBJECT: Letter of Counseling – Failure to Progress in Fitness Improvement – SSgt XXXXXX

1. On **28 August 2016**, you failed to achieve a passing Fitness Assessment score for the **second** time in 36 months.
2. You are hereby counseled! Physical fitness is your personal responsibility. Failure to take appropriate actions to meet minimum fitness standards is a failure to properly support the Texas Air National Guard and U.S. Air Force missions. The goal of the Fitness Program is to motivate all members to participate in a year-round physical conditioning program that emphasizes total fitness, to include proper aerobic conditioning, muscular fitness training, and healthy eating. By maintaining an active lifestyle you increase productivity, optimize your personal health, and decrease absenteeism while maintaining a higher level of readiness.
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 acknowledgment of receipt and signature are mandatory. Any other comments or documents you provide are voluntary.
4. The next assessment of your progress will be during the **February 2017** Regular Scheduled Drill. At that time, if you still have not shown marked improvement, I will take further administrative action IAW AFI 36-2905, Fitness Program (21 Oct 13), Attachment 14. Additionally IAW AFI 36-2905, paragraph 10.1.5.1, I am required to make a recommendation to the discharge authority for separation/retention if you receive four Unsatisfactory Fitness Assessments in a 36-month period AND a military medical provider has reviewed your medical records ruling out any medical conditions precluding you from achieving a passing score.
5. You will acknowledge receipt of this letter immediately by signing the acknowledgement below. Within 45 calendar days from the day you received this letter, you will sign the 2nd Ind below. Any comments or documents you wish to be considered concerning this letter must be submitted at that time. You will be notified of my final decision regarding any comments submitted by you within 45 calendar days of the 2nd endorsement.

 TRAVIS D. WALTERS, Lt Col, TXANG

 Commander, 136th Maintenance Squadron

Attch: AFFMSII Printout

1st Ind to 136 MXS/CC, 24 September 2016, Letter of Counseling (LOC) – SSgt XXXXX

SSGT XXXXXXXXXXX (136 MXS)

MEMORANDUM FOR 136 MXS/CC

I acknowledge receipt and understanding of this letter on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I understand that I have forty-five (45) 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.

 XXXXXXXXXXXXXX, SSGT, TXANG

2nd Ind, SSgt XXXXXXXXXX Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MEMORANDUM FOR 136 MXS/CC

I have reviewed the allegations contained in this letter. (I am submitting the attached documents in response) (I hereby waive my right to respond).

 XXXXXXXXXXXXXX, SSGT, TXANG

3rd Ind, 136 MXS/CC Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MEMORANDUM FOR SSGT XXXXXXXXXXXX

I have considered the response you submitted on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (The Letter of Counseling remains in effect) (I have decided to withdraw the Letter of Counseling).

 TRAVIS D. WALTERS, Lt Col, TXANG

 Commander, 136th Maintenance Squadron