

25 Sep 15  
Version 1

# ADVERSE ACTIONS

## Total Force (TF) Personnel Services Delivery (PSD) Guide

The purpose of this TF PSD guide is to assist Regular Air Force (RegAF), Air National Guard (ANG), Air Force Reserve (AFR) Airmen, each servicing Commander Support Staff (CSS), Military Personnel Section (MPS), and Force Support Squadron (FSS) airmen in understanding the Adverse Actions process.



## Section A: Introduction

### Revision History

Version	Date	Revision Description
1	25 Sep15	Total Force (TF) Adverse Actions Personnel Delivery (PSD) Guide

#### 1. INTRODUCTION:

- a. The Unfavorable Information File (UIF) is an official record of adverse information about an individual. It documents administrative, judicial, or nonjudicial censures concerning the Airman's performance, responsibility, behavior, etc. The UIF consists of mandatory documents, optional documents (at the commander's discretion), an AF Form 1058, **Unfavorable Information File Action** and an AF Form 1137, **Unfavorable Information File Summary**.
- b. The Control Roster (CR) is a commander's rehabilitative tool to establish 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.

**NOTE:** HQ AFRC or HQ ARPC may establish longer observation periods, not to exceed 12 months, for Reserve personnel if deemed appropriate.

#### 2. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

- Air Force Personnel Center (AFPC), Special Programs Branch (AFPC/DPSIM)

#### 3. TARGET AUDIENCE:

- Regular Air Force (RegAF) Airmen
- Air Force Reserve (AFR) Airmen
- Air National Guard (ANG) Statutory Tour (Title 10) and Title AGR 32 Airmen

#### 4. REFERENCES/RELATED PROCESSES:

- [AFI 36-2907](#), *Unfavorable Information File (UIF) Program*
- [AFI 36-2606](#), *Reenlistment in the United States Air Force*
- [AFI 36-2501](#), *Officer Promotions and Selective Continuation*
- [AFI 36-2502](#), *Airman Promotion Program*
- [AFI 36-2110](#), *Assignments*
- [AFI 36-2406](#), *Officer and Enlisted Evaluation System*

#### NOTES:

1. Additional Knowledge Articles (KAs) are available on myPers. To search the myPers knowledge base, type in '**Adverse Actions**' into the '**Search by Keyword**' tool, and click the '**Search**' button.

2. Each Airmen has the capability to provide feedback on KA(s) provided on myPers. To submit recommendations for improvement or more information, click the hyperlink provided in the '**Footer**' below.

## Section B: General Information

### 5. GENERAL INFORMATION:

#### a. UIF authorities to establish destroy or remove for officers:

- Commanders at all levels for members assigned or attached to their units. Commanders must be on G-series orders and senior to the member
- The commander, vice commander, staff director and directors at Major Commands (MAJCOM) or designee, Field Operating Agencies (FOA), and Direct Reporting Units (DRU)
- Chief of staff, deputy chiefs of staff, assistant chiefs of staff, other heads of staff agencies, and directors assigned to Headquarters, United States Air Force, Air Force Reserve and Air National Guard Directors
- Comparable officers within the Office of the Secretary of the Air Force
- The Senior Air Force officer assigned to a joint command
- The Readiness Management Group Program Manager for Civil Air Patrol Reserve Assistance Program and the Admissions Liaison Officer Program
- When a commander in a joint command, assigned to a different service, imposes non-judicial punishment on an Air Force member, the Air Force must decide whether to establish a UIF. (See [AFI 51-202](#), *Nonjudicial Punishment*)
  - If the senior Air Force officer or commander of the member's element is not available, or is junior to the commander who imposed the punishment, the General Court-Martial Convening Authority (GCMCA) of the Air Force command decides whether to establish an UIF
  - If the Air Force host command does not have a GCMCA who is senior to the commander who imposed punishment, a senior general court-martial authority of the Air Force decides
- An officer's UIF may be removed early if the following document(s) used to establish the UIF are removed:
  - Court-Martial Order: The removing authority is the wing commander (or equivalent), or convening authority, whichever is higher and the punishment must be completed prior to early removal
  - Article 15: The removing authority is the wing commander (or equivalent), or imposing commander, whichever is higher, and the punishment must be completed prior to early removal

- Letter of Reprimand (LOR), Letter of Counseling (LOC), Letter of Admonition (LOA), or Control Roster placement: The removal authority is the wing commander (or equivalent) or their designee or issuing authority, whichever is higher

**b. UIF authorities to establish destroy or remove for enlisted members:**

- Commanders on G-series orders at all levels for members assigned or attached to their units have authority to establish, remove, or destroy UIFs on enlisted members. Exception: Remove court-martial documents early only upon receipt of an AF Form 1058, or memorandum, signed by the wing commander (or equivalent) or the convening authority whichever is higher
- The commander, vice commander, staff director and directors at MAJCOM, FOA, DRU, and The Adjutant General (TAG) at the applicable State HQ for Title 32 members
- Chief of Staff, deputy chiefs of staff, assistant chiefs of staff, other heads of staff agencies, and directors assigned to Headquarters, US Air Force
- Comparable officers within the Office of the Secretary of the Air Force, Office of the Joint Chiefs of Staff, and Office of the Secretary of Defense
- The Senior Air Force officer assigned to a joint command
- The Readiness Management Group Program Manager for Civil Air Patrol Reserve Assistance Program and the Admissions Liaison Officer Program
- When a commander in a joint command, assigned to a different service, imposes non-judicial punishment on an Air Force member, the Air Force must decide whether to establish an UIF. (See AFI 51-202)
  - If the senior Air Force officer or commander of the member's element is not available or is junior to the commander who imposed the punishment, the GCMCA of the Air Force command decides whether to establish a UIF
  - If the Air Force host command does not have a GCMCA who is senior to the commander who imposed punishment, a senior general court-martial authority of the Air Force decides

**c. Who Uses the Control Roster?** The control roster is a rehabilitative tool for commanders to use. Commanders use the control roster to establish a six-month observation period (AFRC, ARPC, RIO, or the TAG may establish longer observation periods, not to exceed 12 months, for AFR and ANG personnel, if deemed appropriate) 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.

d. **When to use a Control Roster:** A brief incident of substandard performance, or an isolated breach of standards, not likely to be repeated, should not usually result in an individual's placement on the control roster. Consideration should be given to prior incidents, acts, failures, counseling and rehabilitative efforts. Commanders inform members on the control roster their performance and behavior must improve, or they will face more severe administrative action or punishment

e. **Who Can Add or Remove Individuals to or from the Control Roster:** The following individuals have authority to add or remove any assigned, or attached enlisted member to or from the control roster. The following individuals also have the authority to add any assigned or attached officers to the control roster. Remove control roster action on officers upon receipt of an AF Form 1058, or memorandum signed by the officer's wing commander (or equivalent), or issuing authority, whichever is higher. This early removal option applies regardless of how long the action was on file/in system.

- Commanders on G-series orders at all levels for members assigned or attached to their units. Commanders must be senior to the member
- The commander, vice commander, staff director and directors at MAJCOM, FOA, and DRU
- Chief of staff, deputy chiefs of staff, assistant chiefs of staff, other heads of staff agencies, and directors assigned to Headquarters, US Air Force
- Comparable officers within the Office of the Secretary of the Air Force, Office of the Joint Chiefs of Staff, and Office of the Secretary of Defense
- The Senior Air Force officer assigned to a joint command
- The Readiness Management Group Program Manager for Civil Air Patrol Reserve Assistance Program and the Admissions Liaison Officer Program

**f. Administrative Counselings, Admonitions, and Reprimands**

- **Who Can Use Counseling, Admonitions, and Reprimands:** Commanders, supervisors, and other persons in authority can issue administrative counseling, admonitions, and reprimands. These actions are intended to improve, correct, and instruct subordinates who depart from standards of performance, conduct, bearing, and integrity, on or off duty, and whose actions degrade the individual and unit's mission. This includes issuing administrative counseling, admonitions, and reprimands to reservists who commit an offense while in civilian status
  - Raters must consider making comments on performance reports when the ratee receives any of these adverse actions
  - Written administrative counseling, admonitions, and reprimands are subject to the rules of access, protection, and disclosure outlined in The Privacy Act of 1974, System of Records, AFPC L. The same rules apply to copies kept by supervisors and commanders and those filed in an individual's UIF or the unit's Personnel Information File (PIF)

o Standard of Proof: While no specific standard of proof applies to administrative action proceedings, commanders should utilize the “preponderance of the evidence” standard when evaluating the evidence and every element of the offenses committed. A preponderance of the evidence means simply the greater weight of credible evidence. Whether such proof is available should be considered before initiating the administrative action. If such proof is lacking, administrative action is susceptible to being found to be legally unsupportable and, as a result, could be set aside. There is no requirement to prove any allegation beyond a reasonable doubt.

## Section C: Roles and Responsibilities

### 6. ROLES AND RESPONSIBILITIES:

This section outlines the specific responsibilities for individuals when processing UIFs.

#### AIRMAN:

- a. Have a right to consult with servicing Area Defense Counsel (ADC) or Judge Advocate.
- b. Submit rebuttal documents to commander within three duty days for RegAF, Active Guard Reserve (AGR), ANG Statutory (Tour Tile 10), ANG Title 32 AGR members and 45 days for Traditional AFR and ANG members, if desired.

#### UNIT COMMANDER:

- a. Appoint a Primary and Alternate UIF Monitor in writing.
- b. Confer with base legal on appropriate actions.
- c. Complete AF Form 1058, **Unfavorable Information File Action**, and notify Airman of appropriate action.
- d. Review rebuttal response from the Airman and make final decision.
- e. Conduct annual review of UIF folders.

#### MPS:

- a. Update Article 15-related actions (i.e., PES, RE, ACC) and other quality force updates (i.e., referral EPR/OPR).
- b. Utilize MAP6-ENHANCEMENTS-QUALITY-CHECK roster located on myPers [Management Assessment Products \(MAP\) and Update the Military Personnel Data System \(MilPDS\) Section Management Tools](#) to monitor transactions and identify data discrepancies and local training requirements. (See MAP6 description at [Attachment 1](#)).
- c. Review source documents prior to updating UIF and CR codes, maintain UIF case files and document entries.
- d. Update UIF Codes 1, 2, and 3 in MilPDS; input of the correct code in MilPDS is critical to maintaining system integrity.
- e. Receive TR notification and/or MAP6-ENHANCEMENTS-QUALITY-CHECK roster, and update MilPDS when UIF status codes change.
- f. Create and monitor an internal suspense to update UIF/CR disposition/expiration dates.

- g. Conduct semi-annual audit to purge expired Article 15 Action(s).
- h. Destroy files upon expiration. (If an Airman separates with an unexpired UIF, forward the UIF to ARPC).
- i. Monitor all transaction register remarks associated with adverse actions and take appropriate action i.e., request assignment/promotion/reenlistment cancellation.
- j. Utilize Self-Inspection Checklist (AFI 36-2907, Attachment 2) to manage program.

**AFPC:**

- a. Data Management: Produce batch PES/RE/ACC code updates against the UIF/CR, Code 2 updates. Batch process automatically updates Grade Status Reason (3M), PES code (G), effective date (if change in status), and expiration date (date CR expires).
- b. Promotions, Reenlistments, and Assignment offices: Monitor UIF/CR, Code 2 updates and correct in MilPDS, as necessary.

**READINESS INTEGRATION ORGANIZATION (RIO)/MS (IMAs only):**

- a. Update PES/RE/AAC codes in MilPDS based on UIF/CR, Code 2 updates.
- b. Promotions, Reenlistments and Assignments offices monitor UIF/CR, Code 2 updates in MilPDS.

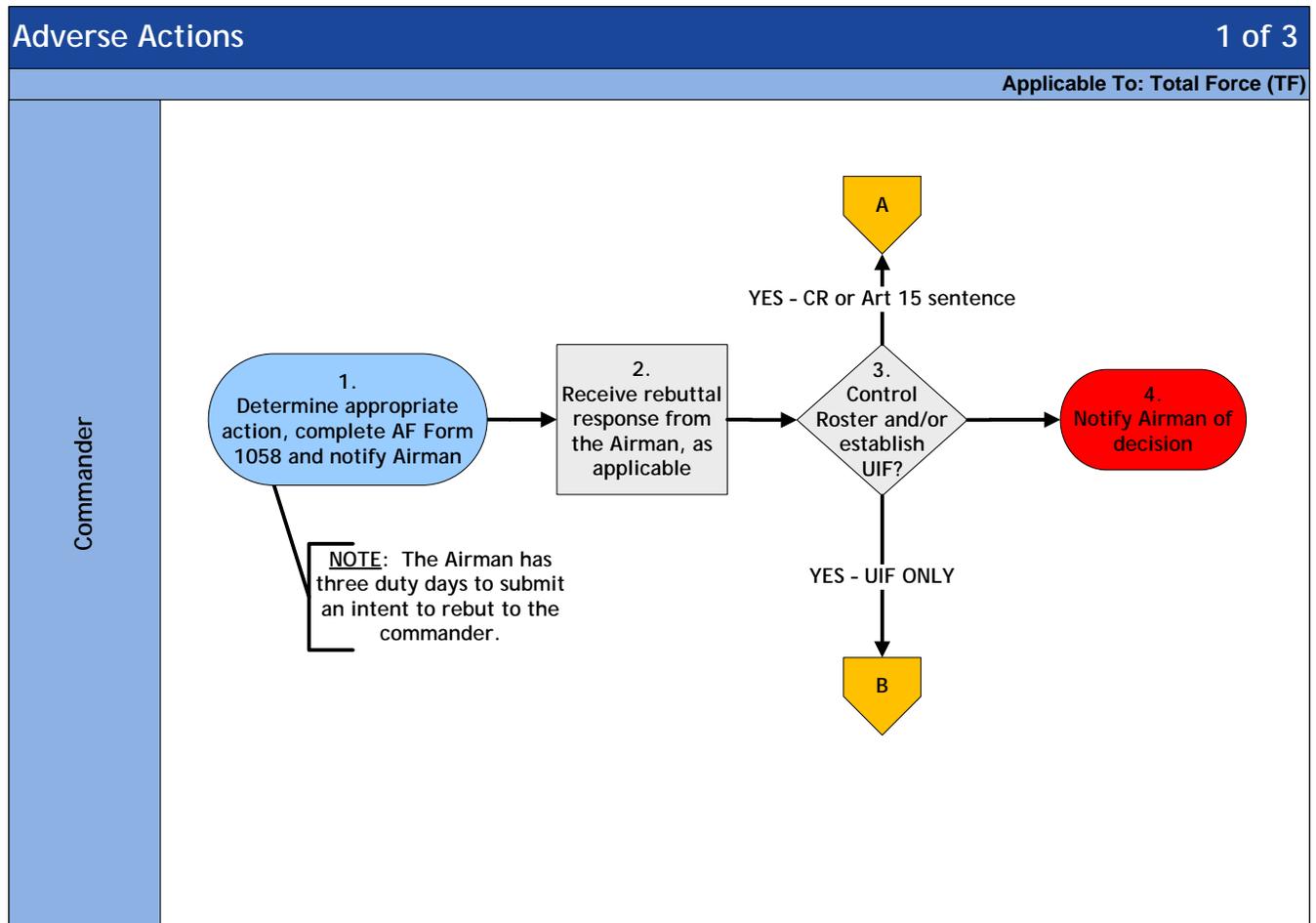
**NOTE:** RIO/Dets do not have the ability to update UIFs. Updates are submitted to ARPC by Det or Active Component (AC) in either myPers or CMS (by AC).

## Section D: UIF Processing Procedures

### 7. PROCESSING PROCEDURES:

This section outlines the specific steps and responsibilities for UIF and Control actions.

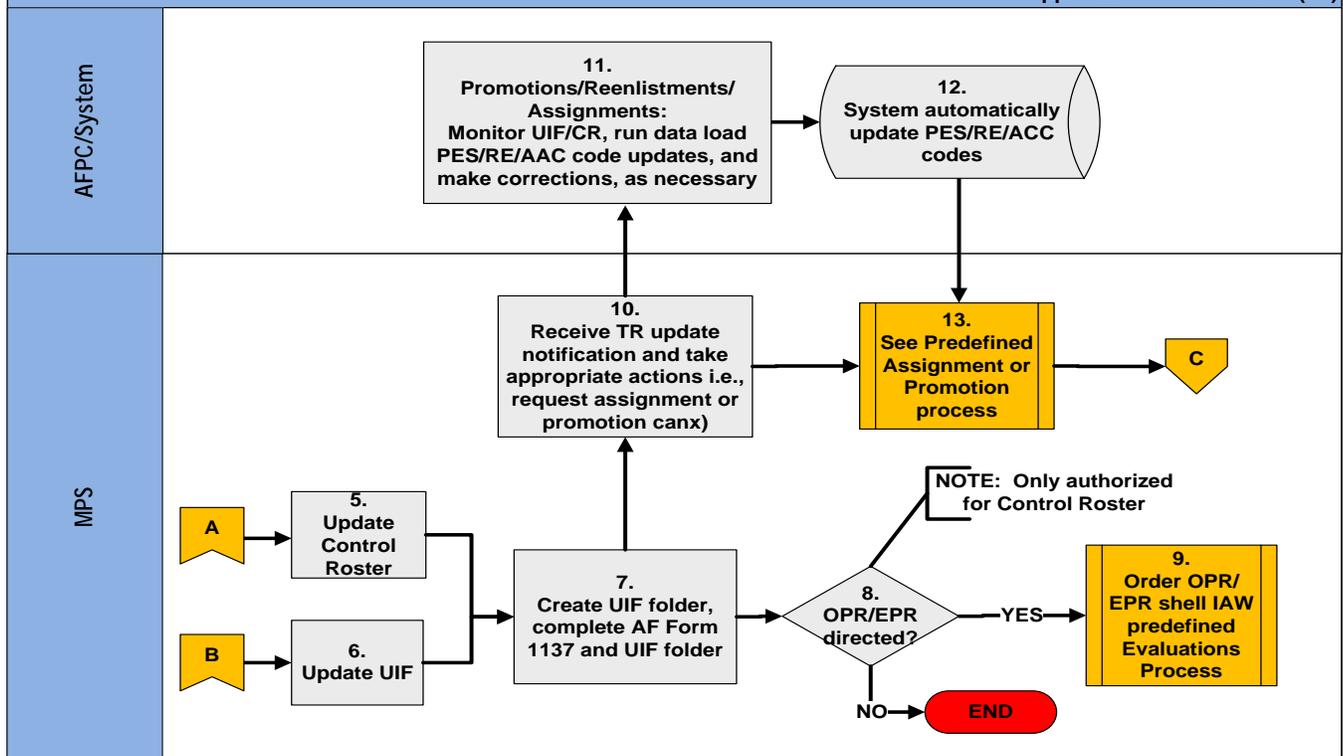
**Figure 1. UIF And Control Actions Flowchart:** The following flowchart outlines the individual process steps for this program.



## Establish and Maintain UIF/Control Roster Actions

2 of 3

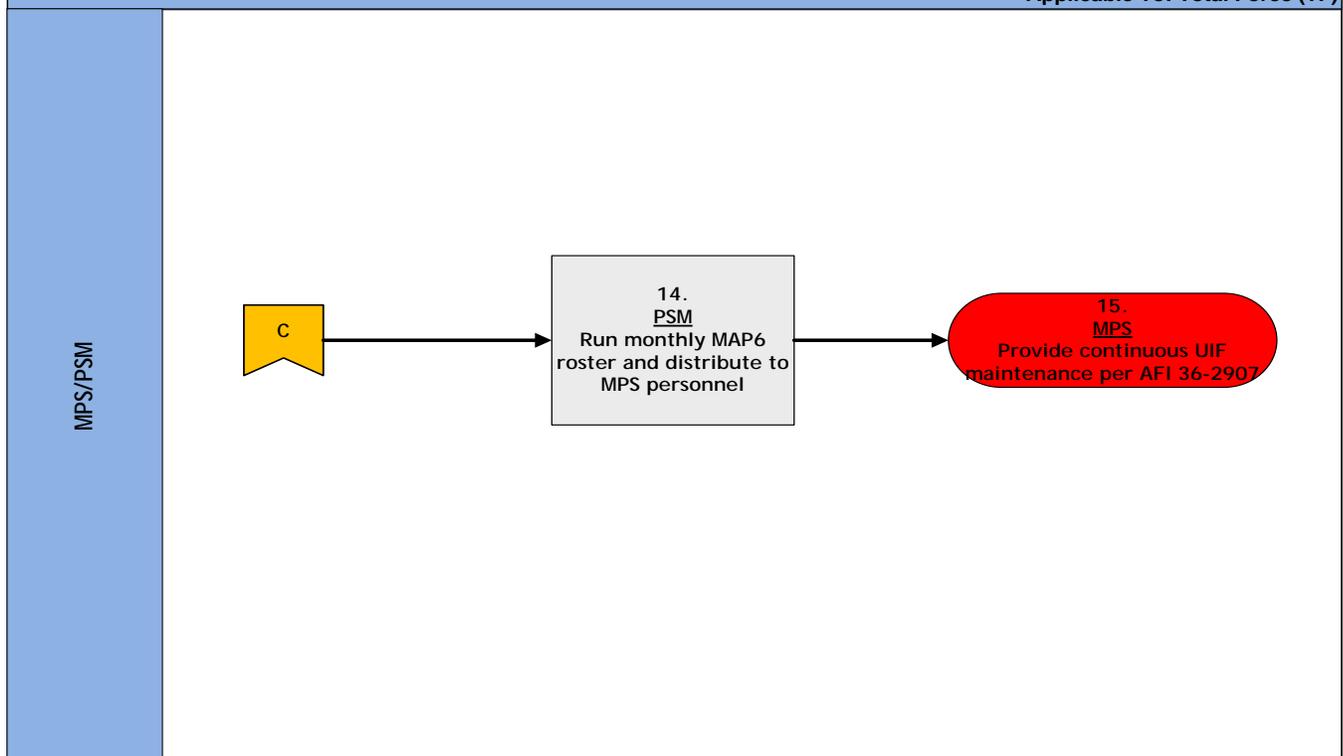
Applicable To: Total Force (TF)



## Establish and Maintain UIF/Control Roster Actions

3 of 3

Applicable To: Total Force (TF)



**Table 1. Step-by-Step Procedures for Establish and Maintain UIF/CR Actions.** This table provides a detailed understanding of the individual process steps for this program.

STEP	ACTION OWNER	NARRATIVE
1	Commander	<b>Notification:</b> Determine appropriate action, complete AF Form 1058 and notify the Airman. <b>NOTE:</b> The Airman has three duty days to submit intent to rebut to the commander.
2	Commander	<b>Rebuttal:</b> Receive and review the rebuttal response from the Airman and make final decision, if applicable.
3	Commander	<b>Control Roster and/or UIF?</b> If <b>NO</b> , <b>GO TO STEP 4</b> ; if <b>YES</b> , <b>CR or Article 15 Sentence</b> , <b>GO TO STEP 5</b> ; if <b>YES - UIF Only</b> , <b>GO TO STEP 6</b> .
4	Commander	<b>Notification:</b> Notify the Airman of decision not to establish UIF and destroy AF Form 1058. <b>Process Ends.</b>
5	MPS	<b>Update Control Roster:</b> In accordance with <a href="#">AFI 36-2907</a> , update the Control Roster Action. Update MilPDS with interim UIF date and Control Roster for six months from the date the Commander signed AF Form 1058. <b>NOTE:</b> Per AFI 36-2907, if the Airman's control roster action expires, and a new incident occurs, the commander can reinstate the control roster action.
6	MPS	<b>Update UIF:</b> Update MilPDS (Code 1). Expiration date: is contingent on disposition of document being filed in UIF, <a href="#">AFI 36-2907</a> , Table 2.1 (officer) and Table 2.2 (enlisted).
7	MPS	<b>Create UIF Folder:</b> Create UIF/folder, complete AF Form 1137 and complete UIF folder. <b>NOTE:</b> Final disposition is one year from the date the commander signed the AF Form 1058.
8	MPS	<b>EPR/OPR Required?</b> If the Airman received CR, is an EPR/OPR required? If <b>NO</b> , <b>process ends</b> ; if <b>YES</b> , <b>GO TO STEP 9</b> . <b>NOTE:</b> Only authorized for the CR.
9	MPS	<b>Evaluation Predefined Process:</b> Order an EPR/OPR shell and process the report in accordance with the Evaluations predefined process.
10	MPS	<b>Receive Transaction Report (TR) Update Notification:</b> Receive TR update notification and take appropriate personnel actions (i.e., request assignment/promotion/reenlistment cancellation).
11	AFPC	<b>Monitor/Correct Updates:</b> Monitor MilPDS updates, generate data load promotion eligibility status (PES)/Reenlistment Eligibility (RE)/Assignment Availability Code (AAC) updates and make corrections as necessary.
12	System	<b>Automatic update of PES/RE/AAC Codes:</b> After data load, MilPDS updates all applicable PES, RE and AAC codes.
13	MPS	<b>See Pre-defined Assignment or Promotion Process.</b>
14	MPS	<b>Retrieve MAP6 Roster:</b> As a management tool, generate MAP6-ENHANCEMENTS-QUALITY-CHECK roster and distribute to the MPS personnel each month.
15	MPS	<b>Maintenance:</b> Conduct continuous UIF maintenance in accordance with <a href="#">AFI 36-2907</a> .

## Section E: UIF Codes

### 8. UNFAVORABLE INFORMATION FILE (UIF) CODES.

a. **Applicable UIF Codes - (Use the following codes and disposition dates in the PDS when directed by the commander or SJA in accordance with [AFI 36-2907](#)):**

Code	Explanation
1	UIF only
2	Control Roster and UIF
3	Punishment, Article 15, or court-martial

b. **Promotion Eligibility Status Codes (PES) associated with Adverse Actions resulting in ineligibility for promotion consideration:**

Code	Explanation
G	Control Roster
A	Article 15; Suspended punishment

c. **Assignment Availability Codes (AACs) associated with Adverse Actions:**

Code	Explanation
12	Article 15; Airman has punishment in excess of 30 days or suspended punishment in excess of 30 days
16	Control Roster; Airman undergoing special period of observation according to <a href="#">AFI 36-2907</a>

**NOTE:** Do not automate the UIF process, unless approved by AFPC/DPSIMC.

## Section F: UIF/Control Roster Updates

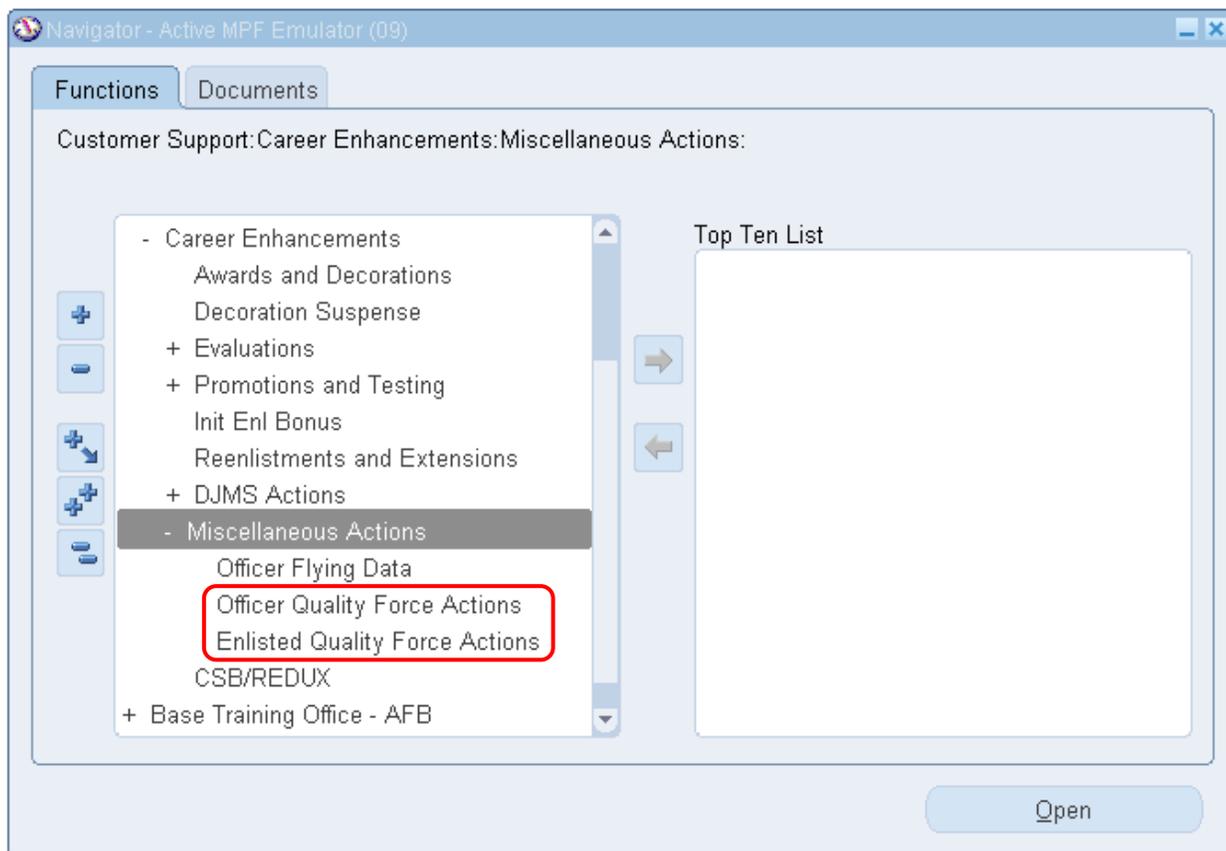
### 9. MilPDS TRANSACTIONAL UPDATES:

**Unfavorable Information File (UIF).** UIF(s) contain documentation of adverse actions related to Airmen. The control roster is a tool to rehabilitate, monitor, and evaluate individuals failing to meet or maintain standards. MilPDS applications are available to assist the MPS in updating derogatory data in MilPDS.

**MilPDS NAVIGATION:** Select Customer Support, Career Enhancements, Miscellaneous Actions, and Officer or Enlisted Quality Force Actions. Click the Open button or double-click each selection. The Enlisted or Officer Personnel window appears.

**Customer Support : Career Enhancements : Miscellaneous Actions**

- Officer Flying Data
- Officer Quality Force Actions
- Enlisted Quality Force Actions



Officer Personnel (Query Only)

SSAN	Name	Rank	Rec Sta	Dy Phone	PAS	Unit

Quality Info    Service Dates

Enlisted Personnel (Query Only)

SSAN	Name	Rank	Rec Sta	Dy Phone	PAS	Unit

Quality Info    Service Dates

**MiIPDS UPDATE PROCEDURES:**

1. Press the F11 function key to enter the query mode. Type the Airman’s SSN (000-00-0000) in the SSN field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the CTRL+F11 function key to execute the query. The Officer or Enlisted Personnel window populates with the Airman’s current Information.
2. Click the Quality Info button. The Officer or Enlisted Quality Info window appears.
3. Click to the left of Unfavorable Info. Move the cursor down and click in the Details field being updated. The Extra Person Information window appears.
4. Update all required fields by typing the Information or by clicking the List of Values (LOV) button and selecting the appropriate value from the list. Click the OK button. The Officer or Enlisted Quality Info window populates with the new Information.

5. In the Extra Person Information window update: UIF Code, and Expiration Date or interim expiration date for control rosters. Click the OK button.
6. Save the update by clicking the Save button.
7. Close the window or application by clicking the “X” located in the top right corner of each window.

**OUTPUT PRODUCTS:**

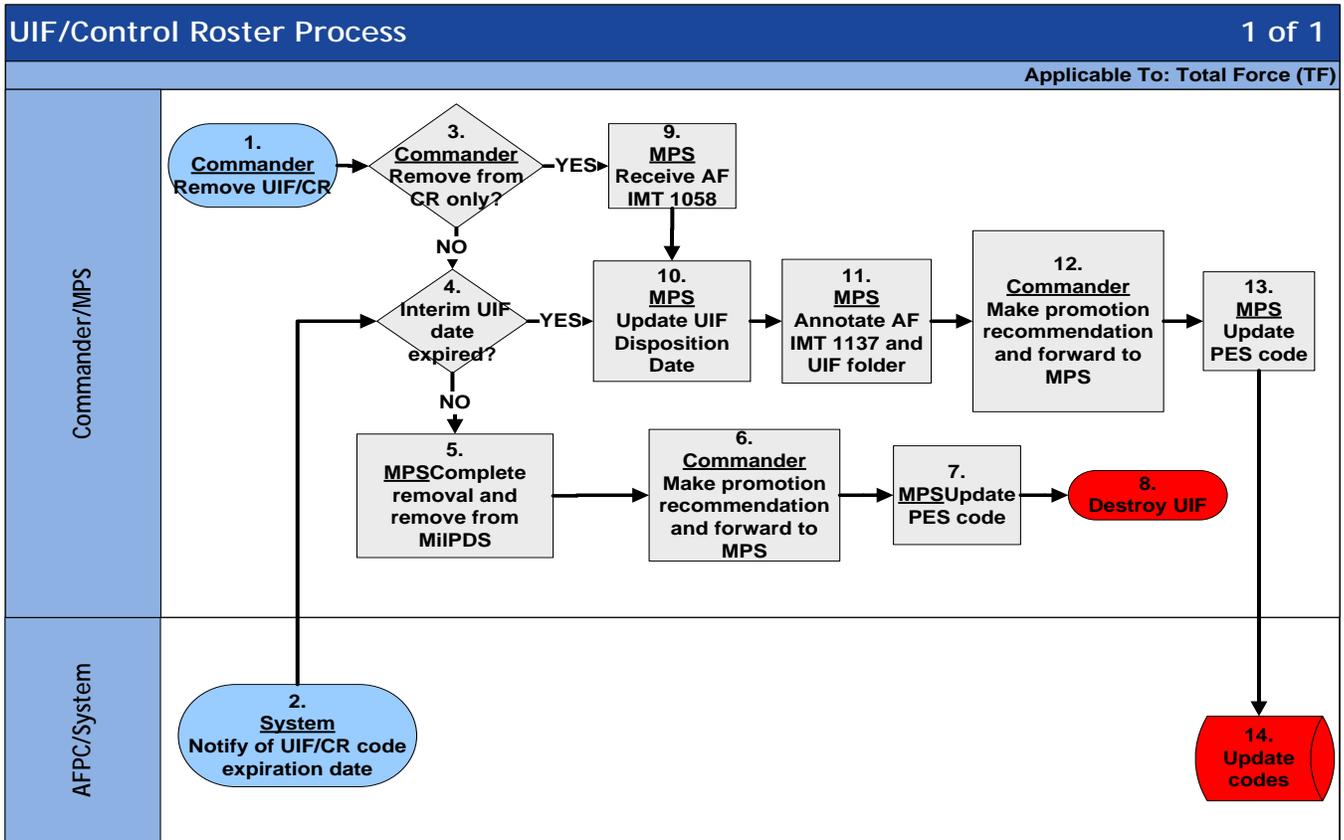
Transaction Registers (TR) indicating UIF updates and projected UIF expiration dates.

## Section G: Control Roster/Punishment Expiration or Early UIF Removal

### 10. CONTROL ROSTER MANAGEMENT:

The MPS maintains the UIF, and all of its documents/contents until the final disposition date; unless early removal of the document, or UIF is warranted. Commanders initiate removal action using an AF Form 1058, or memorandum, and the individual should acknowledge the action.

**Figure 1. Control Roster Process:** Outlines the individual process steps for managing the Control Roster process.



**Table 1. Step-by-Step Procedures for Control Roster/Punishment Expiration or Early UIF Removal.** This table provides a detailed understanding of the individual process steps for this program.

<b>STEP</b>	<b>ACTION OWNER</b>	<b>NARRATIVE</b>
<b>1</b>	Commander	<b>Remove UIF/CR:</b> Determine appropriate action, complete AF Form 1058 and notify the Airman. <b>NOTE:</b> The Airman has three duty days to submit intent to rebut to the commander.
<b>2</b>	System	<b>Notify of UIF/CR code expiration date.</b>
<b>3</b>	Commander	<b>Remove for Control Roster only?</b> If <b>YES</b> , <b>GO TO STEP 9</b> ; if <b>NO</b> , <b>GO TO STEP 4</b> .
<b>4</b>	Commander	<b>Interim Date Expired?</b> If <b>YES</b> , <b>GO TO STEP 10</b> ; if <b>NO</b> , <b>GO TO STEP 5</b> .
<b>5</b>	MPS	<b>Complete removal and remove from MilPDS.</b>
<b>6</b>	Commander	<b>Make Promotion Recommendation:</b> Complete recommendation letter and forward to MPS Promotions Office for update.
<b>7</b>	MPS	<b>Update PES Code:</b> Receive commander's promotion recommendation and update MilPDS, as applicable.
<b>8</b>	MPS	<b>Destroy UIF.</b>
<b>9</b>	MPS	<b>Receive AF Form 1058:</b> Verify data and sign AF Form 1058.
<b>10</b>	MPS	<b>Update UIF Expiration Date:</b> Update MilPDS.
<b>11</b>	MPS	<b>Annotate AF Form 1137 and UIF Folder:</b> Annotate with an early removal statement.
<b>12</b>	Commander	<b>Make Promotion Recommendation:</b> Complete a recommendation letter and forward to the MPS Promotions office for update.
<b>13</b>	MPS	<b>Update PES Code:</b> Receive commander's promotion recommendation and update MilPDS, as applicable.
<b>14</b>	AFPC	<b>Update Codes:</b> MilPDS reflects new promotion eligibility code.

## Section H: Individual Removal Actions

### 11. CONTROL ROSTER MANAGEMENT:

#### COMMANDER:

Initiate and complete removal actions on an AF Form 1058, or memorandum and have the Airman acknowledge the action.

#### WING COMMANDER (EQUIVALENT)/THE IMPOSING/ISSUING AUTHORITY (WHICHEVER IS HIGHER):

- a. May direct removal of derogatory data from the Officer Selection Record (OSR) at any time, or the officer may appeal to have the derogatory data removed after one consideration in the Promotion Zone (IPZ), or the Above the Promotion Zone (APZ). Review AFI 36-2608, *Military Personnel Records System*.
- b. Removing an officer's UIF early does not remove the derogatory data, (if filed) from the OSR.

#### MPS:

- a. Upon receipt of commander's promotion recommendation, update PES Code in MilPDS.
- b. Maintain the UIF and all of its documents/contents until the final disposition date, unless the situation warrants early removal of the document or UIF.
- c. Remove UIF (enlisted or officer) upon receipt of a record of action from the Staff Judge Advocate (SJA) showing the punishment under Article 15 was set aside or the civilian conviction was overturned.
- d. Remove UIF (enlisted or officer) when the commander, after consulting with the servicing SJA and reviewing the Airman's rebuttal, determines the Airman did not commit the offense listed in the LOR, LOA or LOC.
- e. Remove UIF (officer only) upon receipt of an AF Form 1058, or memorandum signed by the officer's wing commander (or equivalent); imposing or issuing authority, whichever is higher.  
**NOTE:** Court-martial and Article 15 documents may be removed early once the punishment is completed.
- f. Remove UIF (enlisted only) upon receipt of an AF Form 1058 or memorandum signed by the wing commander (or equivalent) or the convening authority, whichever is higher.  
**NOTE:** Court-martial documents may be removed early once the punishment is completed.
- g. All other UIF entries may be removed early, regardless of the length of time the UIF was on file/in system by the wing commander (equivalent), or issuing authority, whichever is higher for officers and by the unit commander for enlisted members.

## Section I: System Procedures to Remove a UIF

### 12. UIF REMOVAL MiIPDS TRANSACTIONAL UPDATES:

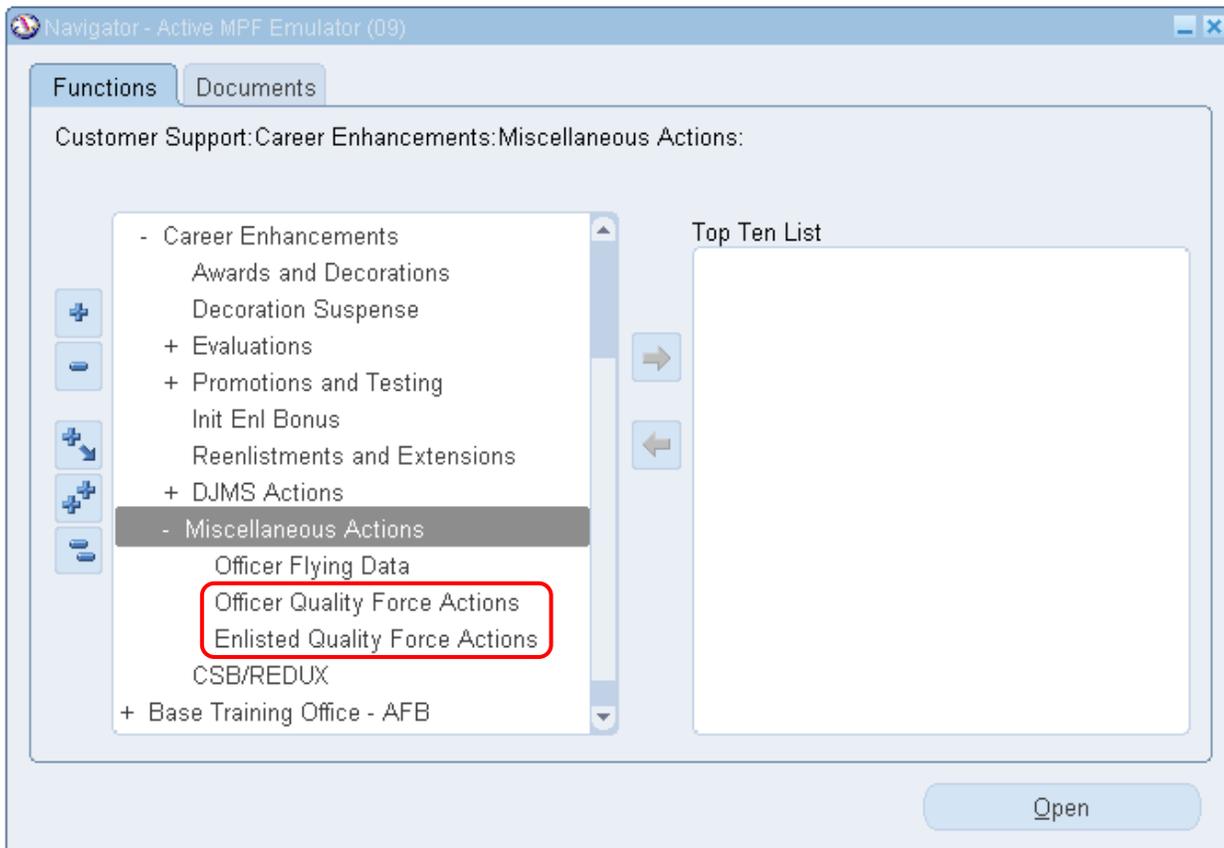
Delete an officer's UIF by updating MiIPDS, only after receipt of an AF Form 1058, or memorandum from the Wing Commander/equivalent authorizing the deletion of the UIF. Never update without a source document.

#### MiIPDS NAVIGATION:

Active Duty MPS: Select Customer Support, Career Enhancements, Miscellaneous Actions, and Officer or Enlisted Quality Force Actions. Click the Open button or double-click each selection. The Enlisted or Officer Personnel window appears.

**Customer Support : Career Enhancements : Miscellaneous Actions**

- Officer Flying Data
- Officer Quality Force Actions
- Enlisted Quality Force Actions



SSAN	Name	Rank	Rec Sta	Dy Phone	PAS	Unit

Quality Info      Service Dates

SSAN	Name	Rank	Rec Sta	Dy Phone	PAS	Unit

Quality Info      Service Dates

## UPDATE PROCEDURES:

1. Press the F11 function key to enter the query mode. Type the member's SSN (000-00-0000) in the SSN field or partial last name followed by a percent sign or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the CTRL+F11 function key to execute the query. The Officer or Enlisted Personnel window populates with the member's current information.
2. Click the Quality Info button. The Officer or Enlisted Quality Info window appears.
3. Click to the left of Unfavorable Info. A long, rectangular "details" block will now appear on screen. **Do not** open the "details" block, place the cursor in the small, narrow "box" on the left side of the details block.
4. Click the red "X" icon at the top (middle) of the screen; it is the Delete Record icon.
5. A message appears in MilPDS, click "yes" to delete the UIF. The UIF data in the details block disappears.

6. Click the "yellow disk" icon at the top (left) of your screen. It is the "save" icon. This action deletes the UIF data, and saves the removal transaction. The update will not be saved, if this step is not completed.

### **OUTPUT PRODUCTS:**

1. A Transaction Register (TR) notice is produced indicating the update of a UIF and expiration date.
2. Management Products. PSM provides the MAP6 to meet unit/MPS needs. A RIP and TR remark are automatically created to alert personnel a UIF is projected for disposition.

# ATTACHMENT 1

## MAP6-Enhancements-Quality-Check Rosters and UIF

### OUTPUT PRODUCT TITLE:

REENL/ASG-AVAIL/PROM-ELIG (RBA/ABA/GAN) AUDIT ROSTER

**MPS OFFICE OF PRIMARY RESPONSIBILITY (OPR):** Career Enhancements (Special Actions/Reenlistments) and Personnel Relocations (Outbound Assignments) should conduct a joint review of this product. The primary OPR is Career Enhancements. Use this product to ensure reenlistment codes, assignment availability codes and promotion eligibility codes are compatible. This product selects all individuals with negative indicators reflected in the following categories:

- UIF
- Reenlistment Eligibility
- Promotion Eligibility

In some situations, negative quality indicator updates may require the update of specific codes for other quality indicator areas, and vice-versa for removal of aforementioned codes.