

UNFAVORABLE INFORMATION FILE ACTION

This IMT may be used to report more than one action.

(When filled in) FOR OFFICIAL USE ONLY. CONTAINS PERSONAL DATA THAT MUST BE PROTECTED UNDER THE PRIVACY ACT OF 1974 AND AFI 33-332.

1. NAME (Last, First, Middle Initial)	2. Rank	3. SSN	4. ORGANIZATION
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NOTE: Complete Section III and return this IMT to the commander within three (3) workdays of receipt. For Non-Extended Active Duty (EAD) Reservists: The individual has 30 calendar days from the date of receipt of the certified letter to return this IMT.**I. INTENDED UIF/CONTROL ROSTER ACTION OF THE COMMANDER**

I intend to establish a UIF and place the attached document(s) in that UIF.

I intend to add the attached document(s) in your existing UIF.

I intend to place you on the control roster based on the following rationale: (If required, use Remarks section on page 2)

II. SIGNATURE OF THE COMMANDER

I have reviewed the career sanctions listed on page 2 of this IMT associated with placement on the control roster, if applicable. I have also made the individual aware of these sanctions. (List any attachments in the Remarks section on page 2.)

5. NAME AND GRADE	6. SIGNATURE	7. DATE	8. ATTACHMENTS
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III. ACKNOWLEDGMENT OF THE MEMBER (Return to Commander within 3 workdays.)Receipt acknowledged on _____ (date). I have read the information on the reverse about the UIF/control roster. I intend do not intend to provide information I would like considered before a final decision is made.

9. SIGNATURE

IV. ACTION OF THE COMMANDER

I have decided to establish a UIF and file the document(s) in the UIF.

I have decided to place the document(s) in your existing UIF.

I have decided not to place the information referred to you (Section I) in the UIF. Instead I have destroyed it returned it to the originator placed it in your unit assigned personnel information file (AFI 36-2608, Military Personnel Records System).

I have decided to remove the following document(s) from your UIF. Specify document(s) to be removed. (If required, use Remarks section on page 2.)

I have decided NOT to place you on the control roster.

I have decided to place you on the control roster. OPR/EPR will will not be prepared (See AFI 36-2406, Officer and Enlisted Evaluation Systems).

I have decided to remove you from the control roster early. An OPR/EPR will will not be prepared (See AFI 36-2406).

V. SIGNATURE OF THE COMMANDER (List any attachments in the Remarks section on page 2.)

10. NAME AND GRADE	11. SIGNATURE	12. DATE
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VI. DP OR DPM RECOMMENDATION TO THE COMMANDER

Request you consider (If required, use Remarks section on page 2.)

Request you consider (If required, use Remarks section on page 2.)

13. NAME AND GRADE	14. SIGNATURE	15. ORGN/OFF SYMBL	16. DATE
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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

UNFAVORABLE INFORMATION FILE ACTION (Continued)

UNFAVORABLE INFORMATION FILE OVERVIEW

1. This notice will be placed in your UIF according to AFI 36-2907, Unfavorable Information (UIF) Program.
2. Placing the attached document(s) in your UIF will not preclude initiation of other administrative action(s).
3. If it is decided this information is placed in an existing UIF, this may cause the UIF to be retained for a longer period. UIF disposition instructions are contained in AFI 36-2907.
4. If there is more than one document in your UIF, all documents are retained in the file based on the document with the latest disposition date.
5. Your commander (for enlisted personnel)/wing commander or issuing authority (for officer personnel) is authorized to remove this UIF and/or document(s) early.

NOTICE OF CONTROL ROSTER ACTION OVERVIEW

1. This notice will be placed in your UIF according to AFI 36-2907.
2. Being placed on the control roster will not preclude initiation of other administrative action(s).
3. If you currently have an existing UIF, being placed on the control roster may cause the UIF to be retained for a longer period. UIF disposition instructions are contained in AFI 36-2907.
4. All documents in the UIF are retained in the file based on the document with the latest disposition date.
5. A performance report may be directed by your commander in conjunction with your placement on or removal from the control roster, or both (AFI 36-2406).
6. (ENLISTED PERSONNEL ONLY). You will be ineligible for reenlistment while you are on the control roster. Upon completion of the control roster, your eligibility may be restored only if no other ineligibility conditions exist. If you do not have sufficient service retainability to complete the control roster observation period, you may apply for an extension of enlistment. Additionally, if you have applied for or receive an approved Career Job Reservation (CJR) or Selective Reenlistment Program (SRP) in the United States Air Force, you may apply for an extension of enlistment. Additionally, if you have applied for or receive an approved Career Job Reservation (CJR) or Selective Reenlistment Program (SRP) in the United States Air Force, you may apply for an extension of enlistment.
7. (ENLISTED PERSONNEL ONLY). If you are serving in the grade of airman basic through airman first class, you will be ineligible for promotion while you are on the control roster. If you are in the grade of senior airman through senior master sergeant and you are on the control roster on or after the promotion eligibility cutoff date you will be ineligible for promotion consideration that cycle. If your name is on a promotion selection list, it will be removed and the projected promotion canceled. (AFI 36-2502, Airman Promotion Program.)
8. Your commander (for enlisted personnel)/wing commander or issuing authority (for officer personnel) is authorized to remove this UIF and/or document(s) early.

REMARKS (Continue from front of IMT, as necessary)