



Air Force Junior Reserve Officer Training Corps (AFJROTC)  
 Unit NC-075  
 TUSCOLA HIGH SCHOOL  
 564 TUSCOLA SCHOOL RD  
 Waynesville, North Carolina 28786

**MEMORANDUM FOR Cadet Airman Stephen M.P. Cop**

**6 Jan 16**

**FROM: Cadet 2nd Lt Jonathan Iam Encharge**

**SUBJECT: Letter of Example: (Counseling/Admonishment/Reprimand)**

1. It has been brought to my attention that on or about 3 December 2015; you failed to report for flag detail at 0745 hours. This was the second time you failed to do so.
2. Flag detail is an important part of the AFJROTC program. All members of the detail play an important role in the raising and lowering of the flag. If someone doesn't show up, it is difficult for the rest of the team to perform their job. In the future, if you have a problem or conflict with this detail, you must notify your supervisor, Flight Sergeant/Commander or Squadron Commander far enough in advance so a replacement can be obtained.
3. Failure to report on time reflects poorly on the AFJROTC program and the cadet corps. If this happens again, administrative actions such as placement in detention and/or demotion in rank could occur.
4. Please acknowledge receipt by signing and dating below.

**Jonathan Iam Encharge, Cadet 2nd Lt  
 Squadron Commander**

**Steven W. Robertson, Cadet Lt. Col.  
 Group Commander**

**1st Ind**

**6 Jan 16**

**To: SASI**

**I acknowledge that I received this Letter of Reprimand on \_\_\_\_\_.**

**STEPEHN M.P. COP, Cadet AMN  
 2nd Ind  
 SASI**

**6 Jan 16**

**MEMORANDUM FOR CADET SQUADRON COMMANDER  
 Letter of reprimand on Cadet AMN Stephen M.P. Cop is approved.  
 Please ensure it is filed in his cadet personnel record.**

**KEVIN L. SUTTON, Lt Col, USAF (Ret)  
 Senior Aerospace Science Instructor**