

7CAV-R-043 – Letter of Reprimand

Section 1			
Title	Rank	Date (of Letter)	Billet
<i>Trooper</i>			
<i>Disciplining Authority</i>			
Section 2			
<i>Evidenced infraction and associated details / Previous instances and counsellings</i>			
<i>Associated regulation / order / SOP</i>			
<i>Notes of discussion</i>			
<i>Agreed plan of action</i>	Counselling Authority	Trooper	Misc / Others
<i>Any comments</i>			
<i>Recommended Consequence</i>	Any Instance – 30 Days NFA 2 nd Instance (in 90 days) – Removal from Section Leader position (if applicable) Assistant Section Leader position (if applicable) Unit Commander escalation to Article 15 Commander’s Investigation Any special punishment directed by a General Staff Officer (<i>to follow</i>)		
<i>Special punishments ordered</i>			
<i>Right to Appeal</i>	I, the disciplining authority, have informed the trooper of their right to appeal in accordance with 7CAV-R-043 and have been informed that they DO or DO NOT wish to appeal to one level higher in the chain of command.		
<i>Appeal outcome (if applicable)</i>	I, the appeal authority, being no more than one level higher in the chain of command, HAVE AMENDED or HAVE NOT AMENDED the above document based on the merits of the appeal. My decision is final.		
PROCEDURAL REFERENCE – For use only in conjunction with 7CAV-R-043.			
RECORDS must be kept for permanently in MILPACS (Send to S1 once complete)			
THIS DOCUMENT must include all relevant information and content of the verbal discussion had with the trooper unless no effort was made to contact the Disciplining Authority within 72 hours.			