

NONPUNITIVE LETTER OF CAUTION

Date _____

From: Commander Service Force, U.S. Atlantic Fleet

To: Ensign _____ L. R. _____, SC, U.S. Navy/3100

Subj: **NONPUNITIVE LETTER OF CAUTION**

Ref: (a) Report of investigation into discrepancies in the ship's store returns for the first quarter of fiscal year 19__, in

USS _____ (_____)

(b) R.C.M. 306, MCM 1984

(c) JAGMAN 0105

1. Reference (a) is the record of an investigation by _____ to inquire into certain discrepancies in the ship's store returns for the first fiscal year 19__ in USS _____.

2. [Here insert a precise statement of the relevant events and circumstances for which the letter of caution is issued.] From the foregoing, it is apparent that you performed your duties in a careless manner. Such carelessness contributed to the improper operation of the ship's store in USS _____. Accordingly, you are hereby administratively cautioned pursuant to references (b) and (c).

3. This letter, being nonpunitive, is addressed to you as a corrective measure. It does not become a part of your official record. You are advised, however, that in the future you will be expected to exercise greater care in the performance of your duties in order to measure up to the high standard of performance of duty required of all officers in the Service Force. Commander, Service Force, U.S. Atlantic Fleet, trusts that the instructional benefit which you will receive from the experience will cause you to become a more proficient naval officer.

[Signature]