**ATTACHMENT “B”**

 **DEPARTMENT OF MILITARY**

**DISCIPLINARY INVESTIGATION CHECKLIST**

THE PURPOSE OF THIS QUESTIONNAIRE IS TO REMIND SUPERVISORS OF KEY STEPS / CONSIDERATIONS IN THE DISCIPLINARY PROCESS BEFORE A SUPERVISOR RECOMMENDS OR TAKES DISCIPLINARY ACTION.

THE SUPERVISOR MUST COMPLETE EACH QUESTION BY PLACING A CHECK MARK ON EITHER THE “YES” OR “NO” BOX.

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES |  | NO |
| 1. 1
 | Has the employee behaved/performed in a manner that does not comply with an DOTM rule, policy or standard? | [ ]  |  | [ ]  |
|  | Are the facts established by observation, documentation, or both? | [ ]  |  | [ ]  |
|  | Was the employee informed of the issues and given an opportunity to explain why discipline is not warranted?  | [ ]  |  | [ ]  |
|  | Did you consider the factors for determining the severity of discipline?  | [ ]  |  | [ ]  |
|  | To your knowledge, have similarly situated employees received similar discipline? | [ ]  |  | [ ]  |
|  | Were there one or more pre-discipline consultations?  | [ ]  |  | [ ]  |
|  | Was a “Pre-Disciplinary Staffing Form” completed before administering discipline?  | [ ]  |  | [ ]  |
|  | If the discipline is level A or B, was there a pre-disciplinary staff meeting? | [ ]  |  | [ ]  |

IF THE SUPERVISOR OR MANAGER ANSWERED “NO” TO MORE THAN TWO QUESTIONS AND STILL WISHES TO DISCIPLINE THE EMPLOYEE, THE SUPERVISOR OR MANAGER SHOULD CONTACT THE OFFICE OF THE STAFF JUDGE ADVOCATE TO DISCUSS THE MATTER.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signature of Supervisor |  | AASIS Personnel No. |  | Date |  |