# DEPARTMENT OF MILITARY (DOM)

# Employee Counseling / Action Summary

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| Employee: | | EMPL ID: |
| Supervisor: | Date of violation: | Date of warning: |
| Is the employee in a probationary period? Yes No | | |
| Is the employee in a temporary appointment? Yes No | | |

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| --- | --- | --- | --- |
| Have there been previous warnings? Yes No | | | Check all that apply. |
| Disciplinary Action | Date(s) | Briefly describe the nature of the inappropriate behavior. | |
| Verbal warning |  | . | |
| Written warning\* |  |  | |
| Other Decision-making leave\* (i.e. suspension, LWOP) |  |  | |
| Termination\* |  |  | |

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| **Nature of the current violation. Provide the facts. Describe in detail below, on back, or attach a sheet.** | | | |
| Substandard Work | Tardiness | Carelessness | Theft |
| Insubordination | Harassing others | Violence | Other- |
| Inappropriate Conduct | Dishonesty | Absenteeism |  |

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| **Objectives** - **What are the expectations (behavioral/physical) of the position**? |
| **Solutions** - **What has been done to help the employee succeed?** |
| **Actions** **- What actions will be taken if the above objectives are not met?** **In addition to your actions for the specific situation, this section normally contains the following statement** |

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| Employee's comments (attach sheet if needed) | |
| **NOTE: Your signature indicates that you have received this information.** | |
| Employee's Signature: | Date: |
| Supervisor's Signature: | Date: |