



ATTACHMENT "C"
THE DEPARTMENT OF THE MILITARY (DOTM)

Pre-Disciplinary Staffing Form

As stated in DOTM Employee Discipline Policy., "A Pre-Disciplinary Staffing" is required before administering Discipline Level (A) or (B) and is encouraged before administering Discipline Level (C). Please complete this form, print it out, and attach to all compiled documentation (including emails) if disciplinary action is taken. If no action is taken, this form may be placed in the supervisor's files.



Your Name: _____ Job Title: _____

Are you the Employee's Supervisor? Yes No Supervisor's Name: _____

Employee's Name: _____

Date: _____ Time: _____



Who did you talk to? (Give names and titles. Participants must include one person in the supervisory chain, the DOTM personnel manager and the DOTM Legal Advisor)

What did you discuss?

Are you going to take disciplinary action? Yes No