

HRO Form 307

Intake Form for Employee Conduct Issues

Basic Information

Employee Name:

Full time Unit & Position:

Employee's past disciplinary record (if applicable):

Is this employee probationary?

How long has employee been in their position?

1st Line Supervisor:

2nd Line Supervisor:

Misconduct Information

Summarize what happened:

Date(s) of occurrence:

Were witnesses present (if applicable)?

How did the employee's misconduct affect your mission/work center?

Were there any contributing factors to the misconduct? (personal problems, unusual job stress)

Did the employee bring the issue to management's attention?

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Corrective Action

As the supervisor, what action do you think is necessary to correct the behavior?

- Non-disciplinary:
 - Verbal counseling (Memo & HRO form 301)
 - Letter of Admonishment (maintained in employee file for up to 6 months)
- Disciplinary:
 - Letter of Reprimand (maintained in employee file for 1-3 years)
- Adverse Action:
 - Suspension without pay
 - Reduction in Grade
 - Removal

Note: Typically a disciplinary or adverse action is not the first form of correcting behavior, unless the offense(s) warrant a more severe response.

Once completed, send to the Labor Relations Specialist:

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