

RECORD OF INFRACTION

See
INSTRUCTIONS
on
reverse

NAME OF EMPLOYEE

TITLE

GRADE

ORGANIZATION

LOCATION

1. SUPERVISOR'S REPORT

SUPERVISOR *(Signature)*

TITLE

DATE

2. EMPLOYEE'S STATEMENT -- I HAVE READ THE ABOVE REPORT AND MAKE THE FOLLOWING COMMENT:

EMPLOYEE *(Signature)*

DATE

3. PREVIOUS INFRACTIONS *(Nature of offense, penalty action taken, and date of penalty action)*

4. ACTION TAKEN OR RECOMMENDED *(Give reasons for any deviations from Penalty Guide)*

SUPERVISOR *(Signature)*

TITLE

DATE

5. ACTION TAKEN OR RECOMMENDED *(Include any appropriate comments)*

HIGHER LEVEL SUPERVISOR *(Signature)*

TITLE

DATE

INSTRUCTIONS

The immediate supervisor is normally the one responsible for initiating corrective action when an employee under his supervisor violates regulations or GSA Standards of Conduct. This form is for use in reporting violations under Table I of the Penalty Guide, according to the instructions in the GSA Administrative Manual 3-111.

The supervisor should make a thorough and careful inquiry into the facts, interviewing the employee and any witnesses who have firsthand information. He should make every effort to reconcile conflicting statements and to get the whole story before filing out this form and making any judgment.

1. **WHAT TO REPORT** - State the facts simply and in logical order. All persons, places, dates and records referred to should be fully identified. If more space is required, attach a sheet of paper to the form.
2. **GETTING THE EMPLOYEE'S STATEMENT** - The supervisor should ask the employee to read the report in block 1 and furnish his comments and signature. The employee may admit, deny, or explain the alleged infraction. If he admits the offense as reported, statement of witnesses need not be obtained. If witnesses' statements are secured, they should be attached to this form.
3. **RECORDING PREVIOUS INFRACTIONS** - The employee's previous record will be used in applying the Penalty Guide and in considering any deviation from the Guide. Only those Table I offenses for which penalty action was imposed within the last three years will be listed. Table II offenses will be listed without regard to the date they occurred.
4. **ACTION BY THE SUPERVISOR** - The supervisor who fills out this block may be the same one who filled out the report in block 1, or may be a supervisor at a higher level. He should consult the Penalty Guide and carefully weigh all the facts revealed by the inquiry, as well as the employee's statement in block 2. If he decides that no penalty action is warranted, he will so advise the employee and destroy this form. If he decides on either a warning notice or an official reprimand and is authorized to take such penalty action, he should note the fact in this block and issue the appropriate notice to the employee. A copy of the notice to the employee, together with the original of this form and any additional statement of comment or explanation received from the employee within 10 days, will be forwarded to the Personnel Division for the employee's official personnel folder. If the supervisor decides on a penalty action which he is not authorized to take, he will make his recommendation in the block and forward the form through channels for action.
5. **ACTION BY HIGHER LEVEL SUPERVISOR** - This block is provided for action by a higher level supervisor, as needed. The instructions in 4, above, also apply here. If an adverse personnel action is believed warranted, i.e., suspension, demotion, or removal, the form will be forwarded to the Personnel Division for action.
6. **NOTIFICATION TO EMPLOYEE** - The employee must be advised of the final decision with respect to any infraction written up on this form.