

**DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
NONAPPROPRIATED EMPLOYEE
DISCUSSION DOCUMENTATION SHEET**

Employee's Name

Discussion Date

1. DESCRIBE THE INCIDENT. (Briefly describe the employee's erroneous conduct or omission; where and when it occurred; how it violated regulations, standards, etc.; and who was involved; list witnesses.)

2. DESCRIBE THE ACCEPTABLE STANDARDS OF CONDUCT OR PERFORMANCE. (Attach any written guidance given the employee.)

3. DESCRIBE THE EMPLOYEE'S EXPLANATION OF THE INCIDENT. (Include any mitigating or aggravating factors.)

4. DESCRIBE YOUR RESPONSE TO THE EMPLOYEE.

If additional space is needed to complete required information, attach extra sheets.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE SIGNATURE

DATE

PRIVACY ACT STATEMENT

Authority: 49 U.S.C § 114(n).

Principle Purpose: This information will be used to document a fact-finding discussion of any incident(s) related to your performance with you.

Routine Uses: This information may be shared in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

Disclosure: Voluntary.