

**RECOMMENDED DISCIPLINARY ACTION/SEPARATION ACTION  
DECISION FOR AN UNCLASSIFIED EMPLOYEE**

\_\_\_\_\_  
(Division/Office)

\_\_\_\_\_  
(Organizational Unit)

I have considered the recommended action of the employee's supervisor,

\_\_\_\_\_, and I hereby:  
(Supervisor's Name)

\_\_\_\_\_ Approve

\_\_\_\_\_ Disapprove

the \_\_\_\_\_  
(Type of Action)

of \_\_\_\_\_  
(Employee's Name)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Print Name of Designated Authorizing Official)

Signature: \_\_\_\_\_

*Original is to be placed in the official personnel file  
along with a copy of the letter issued to the employee.*