

DISCIPLINARY REPORT - SECTION A

MSTS FORM 12750/2 (3-69)

Use this form to initiate disciplinary action afloat (except when initiated by the Master) regardless of type. Attach the Employee Ship Record (MSTS Form 12135-2) while action is being processed aboard ship.

TO: Master, USNS CONCERNING (Name of employee)	DATE
	POSITION TITLE

1. Report of offense(s). I recommend that disciplinary action be taken against the employee named above on the basis of the following (state the specific details of the offense(s)):

2. Witnesses. Witnesses to this offense are as follows (include position titles):

3. Recommendation. I consider that the following penalty would be appropriate:

a. <input type="checkbox"/> REPRIMAND	b. <input type="checkbox"/> SUSPENSION	c. <input type="checkbox"/> LOGGING
d. <input type="checkbox"/> DEMOTION	e. <input type="checkbox"/> REMOVAL	f. <input type="checkbox"/> NO RECOMMENDATION

4. Remarks

SIGNATURE (Department Head)

Note: The Master may impose a reprimand, a log penalty, or suspension not to exceed 30 days. He may order an offender confined if the circumstances warrant. He may recommend to the commander, home port, removal of the offender from the Military Sea Transportation Service. In proposed removal cases, he may assign the employee under charges to any duties in the ship, without regard to his official position, if the circumstances so require. If he considers demotion or suspension for more than 30 calendar days to be warranted, he shall recommend removal and include in the recommendation that the commander, home port, consider the suggested alternative.