

## DISCIPLINARY REPORT - SECTION B (1)

MSTS FORM 12750/3 (REV. 5-64)

Use this Form to record all disciplinary actions afloat which are taken within the Master's authority for final action. (Master use to initiate action.) Execute in duplicate after Master has discussed the offense with the employee involved, if available. Deliver original to employee. Obtain employee's signature on copy.

(Note: See CMP! 750.5-4 for special procedures governing desertion cases.)

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

## SUBJ: DISCIPLINARY ACTION

1. Following a preliminary review and an informal hearing, I have concluded that you should be disciplined on the basis of the following charge(s) (state the charge(s) from the schedule):

In that on or about \_\_\_\_\_, at \_\_\_\_\_  
(Date and time) (Location or "sea")

(Insert details of offense(s))

2. In discussing this matter, you stated as follows (insert the substance of any oral statement made by the employee regarding the charge(s)):

3. A summary of the evidence supporting the charge(s) is attached hereto.

4. On the basis of this offense the action marked ☒ below is being taken in your case.

a. ☐ You are hereby reprimanded for this offense.

b. ☐ (State the penalty specifically, showing the number of calendar days if suspension or log action is taken. Show when any suspension will be effective).

5. Any further offenses on your part in the next two years may result in more severe disciplinary action.

6. Your appeal rights are indicated in the paragraph marked ☒ below.

a. ☐ As an employee who has not completed a trial period or 12 months of current continuous service you may request administrative review by the commander, home port, at any time after receipt of this decision but not later than ten calendar days after the effective date noted above. Such request should be addressed via the Master.

b. ☐ (Veteran or non-veteran employee who has completed a trial period or 12 months of current continuous service, when the penalty is a letter of reprimand). You may appeal to the commander, home port at any time but not later than ten calendar days after receipt of this letter. Such request should be addressed via the Master.

c. ☐ (Veteran or non-veteran employee who has completed a trial period or 12 months of current continuous service, when the penalty is a log or suspension of 30 days or less). You may appeal at any time after receipt of this decision but not later than 10 calendar days after the effective date noted above to COMSTS via the Master and commander, home port. Upon receipt of the decision of COMSTS, if you are not satisfied, you may further appeal to the Office of the Secretary of the Navy via the commander, home port and COMSTS.

DATE ORIGINAL RECEIVED

SIGNATURE OF MASTER

SIGNATURE OF EMPLOYEE