

FACT FINDING REPORT		DATE
1. TO: CONTRACTING OFFICER'S REPRESENTATIVE		
2. EMPLOYEE'S NAME	3. JOB TITLE & GRADE	4. EMPLOYEE NO.
5. EMPLOYEE'S ORGANIZATIONAL UNIT		
6. SUMMARY OF ALLEGED OFFENSES (State exactly when, who, where, what and how it happened)		
7. WITNESS(ES)		
8. FINDINGS OF FACT (State exactly when, where, who, what, and how it happened)		
9. REMARKS		
10. TYPED NAME & GRADE FACT FINDING OFFICER	11. SIGNATURE OF FACT FINDING OFFICER	