

MCO P12000.11A W/CH 5
Guidelines for Disciplinary Actions

NATURE OF OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Violation of Standard and Rules of Conduct	Reprimand to removal	1 day suspension	5 day suspension to removal
Violation of security regulations	Reprimand to removal	1 day suspension to removal	1 day suspension to removal
Violation of Safety Practices and Regulations (including but not limited to Endangering the safety of, or causing injury to, persons through carelessness).	Reprimand to removal	2 days suspension to removal	15 days suspension to removal
Discrimination	Reprimand to removal	Removal	
Sexual Harassment	Reprimand to removal	5 days suspension to removal	10 days suspension to removal
Insubordination, including but not limited to: a. Disobedience to constituted authorities, or refusal to carry out any proper order from any supervisor having responsibility for the work of the employee. b. Disrespectful conduct toward constituted authorities; or use of insulting, abusive or obscene language to constituted authorities; or physical resistance to constituted authorities. c. Failure or undue delay in carrying out orders, work assignments or instructions of supervisors.	Reprimand to removal	5 days suspension to removal	15 days suspension to removal
Immoral, indecent, or notoriously disgraceful conduct.	5 days suspension to removal	30 days suspension to removal	Removal
Solicitation of gambling on Government-owned and leased premises	Reprimand to removal	10 days suspension to removal	Removal
Misconduct off-duty which reflects unfavorably on the NAFI.	Reprimand to removal	3 days suspension to removal	5 days suspension to removal
Actual or attempted taking and carrying away of Government or NAFI property or funds or the property of others.	Reprimand to removal	Removal	
Knowingly making false, unfounded or malicious statements about NAFI personnel or other personnel attached to activity.	1 to 15 days suspension	15 days suspension to removal	Removal
Unexcused tardiness (after record of excessive tardiness has been established)	Reprimand to 2 days suspension	3 to 15 days suspension	15 days suspension to removal

Loss of, misuse of, or damage to Government property or funds, or the property or funds of NAFI employees, or endangering any of the above through carelessness.	Reprimand to removal	10 days suspension to removal	Removal
Failure to report to proper authority personal knowledge of serious offenses on the job on the part of another employee.	Reprimand to removal	3 days suspension to removal	Removal
Gross Negligence	Reprimand to removal	3 days suspension to removal	15 days suspension to removal
Unauthorized disclosure of confidential or private information	Reprimand to removal	10 days suspension to removal	Removal
Abuse of NAFI privileges	Reprimand to removal	5 days suspension to removal	Removal
Unauthorized absence	Reprimand to 5 days suspension	5 to 10 days suspension to removal	10 days suspension to removal
Leaving job to which assigned any time during working hours without proper permission.	Reprimand to 5 days suspension	5 to 10 days suspension to removal	10 days suspension to removal

Action	Grievable	Appealable
Letter of Warning	Not Applicable	Not Applicable
Letter of Requirement/Performance Improvement Plan	Not Applicable	Not Applicable
Letter of Reprimand	Yes	No
Letter of Suspension / Emergency Suspension	If less than 30 days	If 30 days or more
Reduction in Pay or Demotion	No	Yes
Letter of Termination	No	Yes

Probationary Terminations are not grievable nor appealable.