1. Purpose of the form
   This form is a template for corrective action plans and is filled out by SSBG staff and finalized by the agency's authorized signatory.

2. When it is used
   Upon disciplinary action.

3. Who completes the form
   SSBG employees and agency employees

4. An explanation of what goes into any field that is not clearly self-explanatory or any additional information needed to process this form (routing, processing et cetera)
   n/a

5. Who needs the original and where should it be filed
   SSBG Program Coordinator and SSBG Director and filed in the SSBG Shared Drive

6. Who needs a copy and where should it be filed
   Contracting Agency

7. Length of time the form must be maintained after the service is rendered/case closed
   6 years