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**
   5 years-SW21