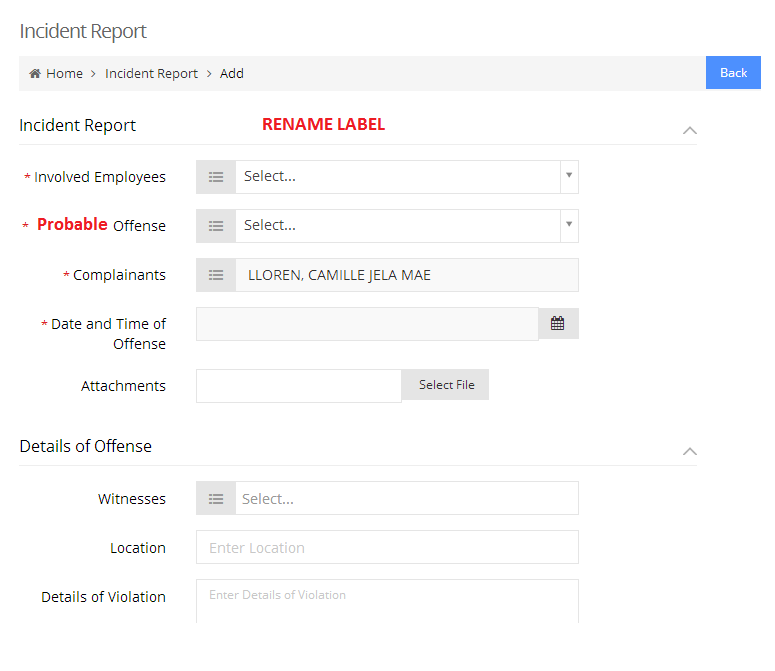
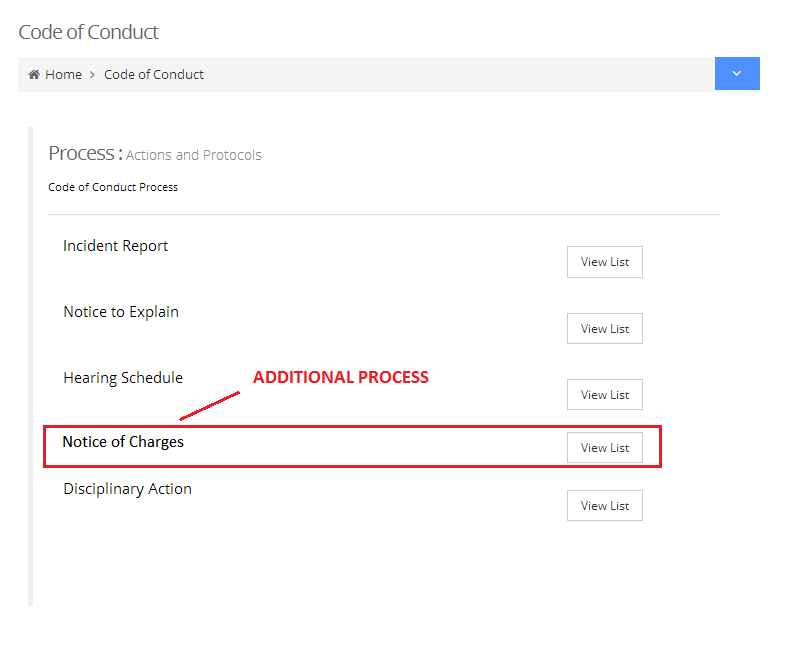
**COC Additional Request**

1. Incident Report



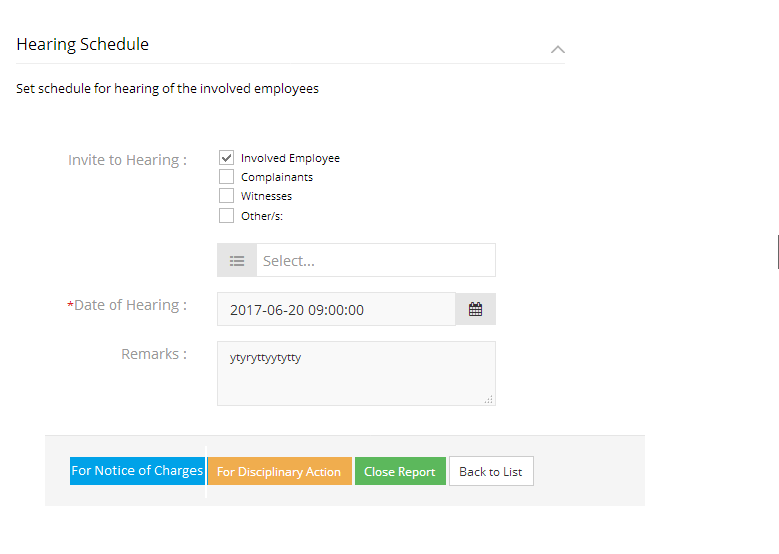
Note:

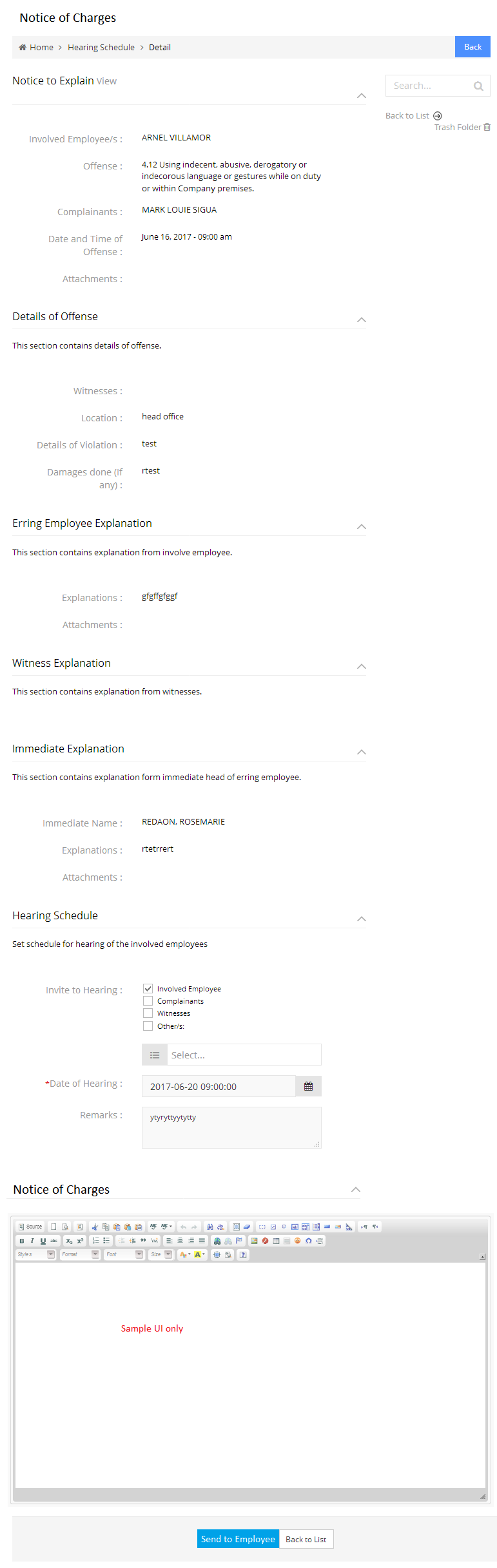
* Check notification (bell)
* Check email template
* Check printing

1. Additional Process – Notice of Charges

**FROM HEARING SCHEDULE**

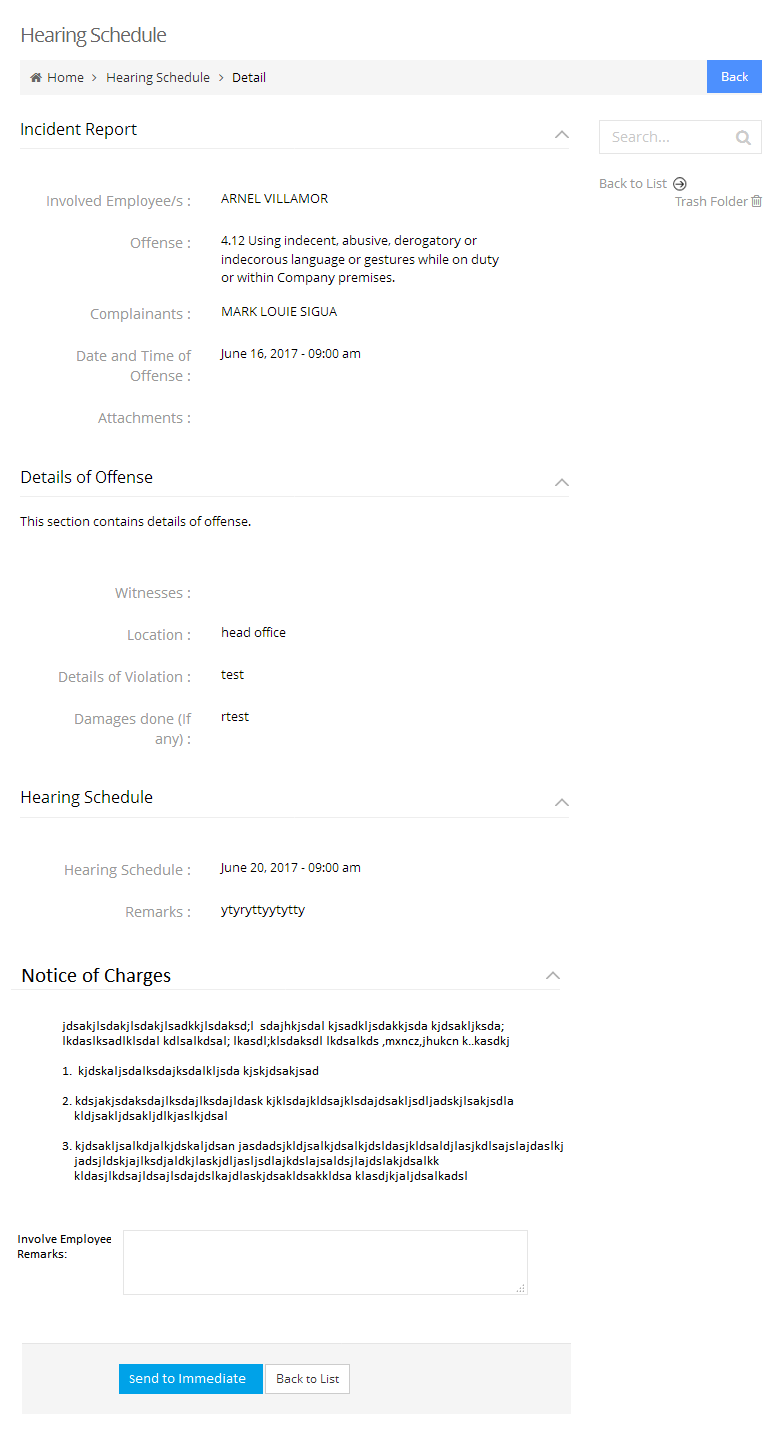
* Immediate superior to send the notice of charges to involve employee.

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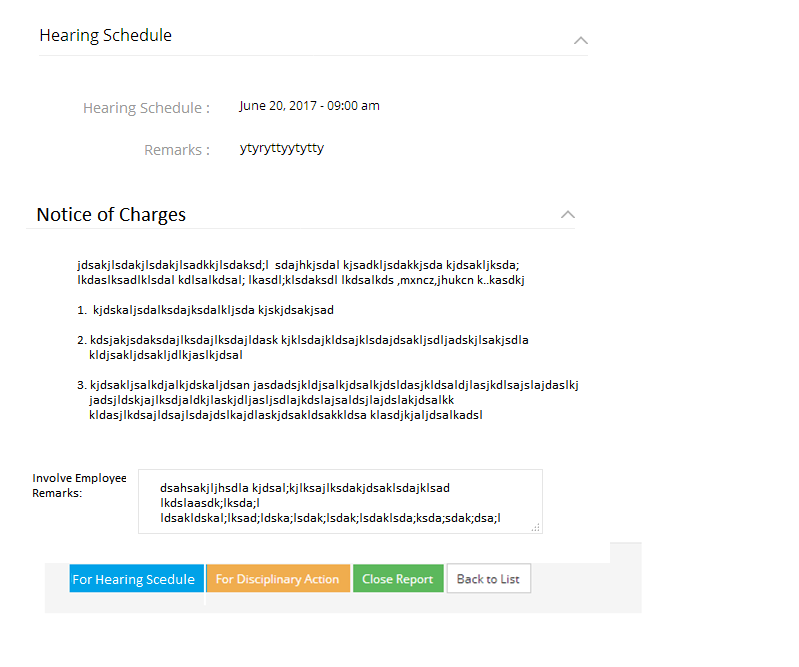
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Immediate superior to create the reports/findings then send to involve employee for comments.

* Involve employee to response/comment on the notice of charges then send to immediate superior.



* Immediate superior to set the IR for DA or for Hearing schedule again.

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