

Management Harassment Notification Sheet

Management Officials who receive a report of harassment are required to notify both the Field Service Center Civil Rights Director and the R/S/A Employee Relations Supervisor within:

- 24 hours if the allegation of harassment is of a sexual nature or involves sexual assault. Further, if there are allegations of sexual assault, the management official must report the incident to local law enforcement immediately (not to exceed 24 hours);
- 2 duty days if the allegation of harassment is not of a sexual nature.

Initial notification can be made by email or telephone, but must describe the issue completely. Regardless of how the initial notification is made, this form (FS-1700-0007, Management Harassment Notification) must be submitted to the Field Service Center CR Director and the R/S/A ER Supervisor within 3 duty days.

Each section of the notification form should be completed with a narrative response or an explanation of why a response is not applicable. Additional relevant information may be attached, supplemental to the notification form. The notification form must be submitted to your Field Service Center CR Director and the R/S/A ER Supervisor.

NOTE: The **Pacific Southwest Region** will use this same notification sheet for reporting **sexual** and **non-sexual harassment** incidents. This completed notification sheet should be transmitted by electronic mail to the 24-Hour Notification Team at FS-pdl r5 ro 24-Hour Notification Team.

Use of this public distribution list (pdl) will ensure appropriate notification to the required Regional Office, Civil Rights, and Employee Relations personnel. The notification email should also be addressed to the Forest Supervisor or Staff Director for your unit and your Forest Civil Rights Officer, if applicable. Again, the pdl only includes the Regional Office, Civil Rights, and Employee Relations personnel that comprise the 24-Hour Notification Team.

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Each applicable block should be completed with a specific narrative response or an explanation of why response is not applicable.

QUESTION	RESPONSE
1. Does the allegation include harassment of a sexual nature? Indicate Yes or No in column to the right →	
2. Date(s) on which the inappropriate conduct allegedly occurred.	
3. First and last names and position titles of the primary parties involved. (i.e., the accuser(s) ; the accused).	
4. Description of the alleged inappropriate conduct. (Identify who, what, where, when, how?)	
5. Date(s) management initially became aware of the alleged inappropriate conduct.	
6. Date(s) management made 24-hour notification to the RO regarding the alleged inappropriate conduct.	
7. First and last name and position title of the manager(s) who was first made aware of the alleged inappropriate conduct.	
8. Unit identification (include the name of the Forest, District, or Staff, where the alleged inappropriate conduct took place).	
9. Time and location of the alleged inappropriate conduct. (Indicate where the alleged inappropriate conduct occurred and if it occurred during or outside of working hours; at or away from the workplace).	
10. Name, position title, and work unit of witness(es) to the alleged inappropriate conduct (if any).	