Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.



CHECKLIST FOR STEP REDUCTION/RESTORATION (Disciplinary Action)

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name
Department		

PREREQUISITE

Copy of signed Order of Step Reduction from Human Resources Officer (HRO) (first and signature page)

REQUIRED

Job Action Request (JAR)

Job Action Request (JAR) to Reduce Step

and

Job Action Request (JAR) to Restore Step

Incomplete Packets Will Be Returned

Distribution: EMACS-HR (0030)

Rev. 1/27/2025 (Checklist for Step Reduction/Restoration (Disciplinary Action))