

**M e m o r a n d u m**

DATE: *[date must be prior to expiration of 125-calendar-day deadline for incident review]*

TO: Juan Garcia Chavez, Program Coordinator, Compliance Department

FROM: [Department Head Designee, Title, Department Name]

SUBJECT: Notice of Delay of Vehicle/Industrial Incident Review for [Name of the Driver]

This memo is to provide written notice from the Department Head Designee (DHD) to the Compliance Department (CD) of a delay in completion of the Vehicle/Industrial Incident Review regarding the vehicle/industrial incident described below.

This written notice is intended to comply with Administrative Regulation (A.R.) 75.12, Vehicle and Industrial Incident Review, Reporting, and Discipline Program, Section 4.5.3, which states:

*“The DHD must provide written notice for any delay (examples include but are not limited to another incident occurring before the first one is processed, Driver out on leave, an approved vacation, injury/illness, or others listed in the A.R.) to CD prior to the expiration of the 125-calendar days. The Screener is responsible for keeping the DHD informed of any delays that require notice to CD.”*

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| **Vehicle/Industrial Incident Information** | |
| Name of Employee: |  |
| Title of Employee: |  |
| Department Name: |  |
| Date of Incident: |  |
| Expected Date of Completion of Incident Review: |  |
| Reason for Delay: |  |

[Name of Department Head Designee]

cc: [Department Head, Title, Department Name]

Matthew Griffith, Program Manager, Compliance Department

[Subject Employee, Title, Department Name]

[REO Employee Representative, if known and appropriate, Title, REO Name – please contact your HR liaison with any questions about including REO Employee Representative]