

Date (Month Day, Year)

Mr. Charles Sauerhosen  
301 M St SW  
Washington, D.C. 20024

**Re: Proposed Notice of Termination**

Dear Mr. Sauerhosen:

The Department of Human Resources (DCHR), on behalf of your agency, is proposing to terminate your employment as a Fuel Management Specialist CS Grade 9.

**Disciplinary Cause.** This action is proposed for the following reasons:

On September 19, 2019, without its consent and for your own profit, you leased a Department of Public Works fuel truck owned by the District of Columbia to Mr. Bonanza. (**Off-duty conduct prejudicial to the government, 6B DCMR 1605.4(d) and D.C. Official Code 22-3215(b)**).

*Proposed Action: Termination.*

You may find the evidence supporting these charges attached to this notice.

As a government employee, you hold a position of public trust. Moreover, as a Fuel Management Specialist, you are responsible for identifying and reporting discrepancies. As explained in the attached Proposing Official Rationale Worksheet, based on the conduct outlined above and with consideration given of the relevant *Douglas* factors, DPW is proposing to remove you from your position because your actions undermine the agency's integrity.

**Administrative Leave.** You must immediately surrender any government property in your possession and vacate your duty station. Until a final determination is made, you will be placed on administrative leave and continue to receive full pay and benefits. During this period, must be available by phone during your typical work hours and follow any instruction given by a supervisor. Unless otherwise directed, you may not return to your duty location pending this review.

**Review Process.** You have the right to challenge this proposed action and may secure an attorney or other representative, at your own expense. You are encouraged to fully review the accompanying materials supporting this proposed action.

You, or your representative, have the right to submit a written response to [**Hearing Officer, Address, Telephone Phone No.**], the designated hearing officer who will review this action. With

any response, you are encouraged to include affidavits or other documents that you would like considered. Any written response must be sent to the hearing officer within six (6) calendar days from the date of this notice.

Based on the hearing officer's review and recommendation, supporting documentation and any materials you provide, the **Deciding Official** will issue a final determination, which will be sent to your address of record.

Sincerely,

By:

.....  
SUPERVISING OFFICIAL  
Proposing Official

#### **CERTIFICATE OF SERVICE**

On [Date], a copy of this notice of proposed removal, along with supporting materials contained on an accompanying CD-ROM, on:

[Employee Name]  
[Address]  
[State City Zip]

*[By Hand Delivery] [OR USPS Certified No. ###] [OR FedEx Next Day No. ###]*

By:

.....  
SUPERVISING OFFICIAL  
Proposing Official

ATTACHMENTS

<u>No.</u>	<u>Date</u>	<u>Title</u>
1	<a href="#">Click here to enter a</a>	<i>SF-50, Initial Appointment</i>
2	<a href="#">Click here to enter a</a>	<i>Position Description</i>
3	9/19/2019	<i>Statement from Ms. Flathouse</i>
4	9/20/2019	<i>Statement from Mr. Recuerdas</i>
5	9/20/2019	<i>Statement from Ms. Wright</i>
6	9/20/2019	<i>Statement from Mr. Hague</i>
7	9/23/2019	<i>Statement from Mr. Bonanza</i>
8	7/15/2019	<i>Copy of Contract to sublet truck</i>