

GSA ACB Hearing Summary Template Elements

FOR INFORMATION - NOT PART OF GSA POLICY

1. GSA ACB Committee Members in Attendance
2. Hearing Date
3. Start Time
4. Name of Appellant(s)/Complainant(s)/Others
5. Name of Advisor(s)
6. Name of Respondent (if applicable)
7. Name of Witnesses (and any written submission)
8. Decision Being Appealed or Complaint Submitted
9. Facts Agreed Upon by Parties
10. Facts in Dispute
11. Summary of All Issues Raised by Both Parties and as Identified by the GSA ACB
12. Committee Decision and Any Remedy or Action
13. Summary of Reasons for the GSA ACB Committee's Decision
14. Adjournment (date and time)
15. Date and GSA ACB Chair Signature