

Jacqueline M. Hendricks
Inspector General

Richard S. Blunt II
Deputy Inspector General

ACTION PLAN MEMORANDUM

To: Jacqueline M. Hendricks, Inspector General

From: (Case Manager)

Date: (Date)

DIG Case No#: (Case No#)

Complainant's Information: (Name, address and contact number)

I. Summary of initial Allegation

II. Overall Objective

III. Plan of Action

IV. Estimated Days to Complete

