

## 29 C.F.R. § 15.107

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### What must be provided in the administrative report?

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- (a) The administrative report shall be in the form of a single memorandum in narrative form with attachments. It should contain all of the following elements, unless permission is obtained from the Office of the Solicitor to dispense with a particular element:
- (1) A brief explanation of the organization and operation of the program involved including statutory authority and applicable regulations;
  - (2) A complete description of the events that gave rise to the claim or litigation, including a specific response to every allegation in the claim or litigation;

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