

## Sample Topic Outline

Topic Outline for interviewing Ms. Sylvia Chase (date)

1. Conduct interviewee in-brief; inform her there are no rights warning because we do not suspect her of any criminal wrongdoing.
2. Review/discuss allegations with Ms. Chase.
3. Review Ms. Chase's TDY orders and travel documents with her.
4. Discuss her understanding of orders and attendance at conference and users' working groups.
5. Discuss/review facts surrounding:
  - Lunch at restaurant on afternoon of 3 March
  - Attendance at conference on Wednesday afternoon, 3 March, (which group and verify attendance)
  - Attendance at conference on Thursday, 4 March, (which group and verify attendance)
  - Discuss if she contacted anyone on Wednesday afternoon or Thursday (supervisor, Conference Chairperson, co-workers, other conference attendees)
  - Discuss whether she took leave before or after Conference
6. Review/discuss witness statements concerning events.
7. Discuss her return flight to Reagan-National Airport v. Dulles and circumstances surrounding change in flight. Review what and how she paid for return fare/transportation charges, as applicable.

Documents needed:

1. Travel Orders
  - Supervisor's authorization to travel to C41 Conference
  - Method of travel authorized (contract v. non-contract)
  - Report and return dates
2. Travel Claim w/attachments (request for reimbursement for extra charges (fare increase)).
3. Official Command Time and Attendance records:
  - Check if leave documented for afternoon of 3 March and all day 4 March
  - Did she take leave? (If she did not attend the conference (supervisor)).
  - Was her supervisor aware that she did not attend conference?