

POST INVESTIGATION CHECKLIST

Subject of Complaint:		Date:		HOTLINE NUMBERS	
		Type of Report:		DoD	<input type="text"/>
		Recommended Action:		Navy	<input type="text"/>
		Ech 2	<input type="text"/>		
		Ech 3/4	<input type="text"/>		
Timeliness			If not, why?		
1	IO submitted Report to tasking authority within 90 days?				
2	IO used Progress Reports to request due date extension(s)?				
Independence of Investigating Officer			If not, why?		
3	IO included name, rank/grade, position, organization, telephone # and any other identifying information to assist the tasking authority to ascertain independence?				
4	IO was independent, i.e. free from bias, free from command influence and senior to subject?				
Completeness of the Investigative Report			If not, why?		
5	IO addressed all tasked and emerging allegations?				
6	IO interviewed the complainant (mandatory if complainant is named)?				
7	IO interviewed the subject(s)?				
8	IO interviewed key witnesses?				
9	IO collected all evidence including documents (cited title, originator, date) and interviews (name, grade, position, and method of interview)?				
10	IO wrote allegations in the proper format?				
11	IO clearly cited and discussed the rules, regulations and statutes?				
12	IO supported conclusions with evidence?				
13	IO discussed mitigating circumstances, if applicable?				
14	IO obtained legal review (mandatory for significant cases)?				
15	IO followed Investigative Report format and included all mandatory sections?				
16	Investigative Report stands alone, i.e. all relevant information is included and discussed in the body of the report with no reference to enclosures?				
17	Investigative Report is balanced and fair to all parties?				

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Continued

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		Type of Report:	
Accountability		If not, why?	
18	IO correctly documented disposition, i.e., for unsubstantiated allegations, "no further action necessary"; for substantiated allegations, "forwarded to higher authority for appropriate administrative and/or corrective action" or "corrective action completed" (include type of action, who directed and date)?		
19	IO submitted Disposition Report to tasking authority within 30 days?		
Case Summary (Discuss allegation(s) and finding(s)), e.g., 2 of 4 allegations substantiated or other comments:			
Comments (Reason for Recommended Action or other significant information):			

Routing Chain

Name/Signature	Code	Date Reviewed	Comments