

Figure 2-1

**MILITARY WHISTLEBLOWER REPRISAL INVESTIGATION  
REVIEW CRITERIA WORKSHEET**

(Note: An \* indicates those elements considered "CRITICAL" by the IG, DoD)

- \*1. Complainant name/address:
- \*2. Case Number:
  - Date complaint received:
  - Date complaint referred to Service:
  - Date report received from Service:
- \*3. Investigator's Name, Rank, Organization, Duty Phone:
- \*4. Allegations:
- \*5. Identify the Protected Communication(s) (*Include dates and to whom communication made*):
- \*6. What action was taken concerning the Protected Communication(s) and was the action sufficient?-- (*e.g., Was an investigation conducted, by whom, results?*)
- \*7. Identify (1) the Personnel Actions (taken, withheld, or threatened) and (2) the Responsible Management Official for each Personnel Action.
- \*8. Case Quality Control Review:
  - \*A. Did the investigator:
    - \*Interview the Complainant?
    - \*Identify all the personnel actions?
    - \*Interview the responsible officials (*For each personnel action*)?
      - \*Establish the date responsible officials became aware of the protected communication? (*Include the dates and how the official knew about the protected communication.*)
    - \*Interview relevant witnesses identified by the Complainant?
    - \*Interview other key witnesses?
  - \*B. Are all pertinent documents/records provided as enclosures to the report?

**Figure 2-1 (Continued)**

\*C. \*Are summaries of testimony provided as enclosures to the report? (*Note: there should be a summary of testimony for each individual interviewed.*)

9. Does the evidence establish that the personnel action(s) would have been taken, withheld, or threatened if the protected communication had not been made? **Provide your analysis.**

10. Are the summaries of testimony adequate? (*Note: witness testimony cited in the report must be consistent with the content of the summary of testimony.*)

11. Is the report balanced—does it present both sides of the matters at issue?

12. Is relevant information submitted by the Complainant addressed?

13. Are the conclusions and recommendations reasonable based on the facts?

14. Was the investigator independent of the allegations and free from command influence?

15. Comment on the overall quality of the report.

Review Conducted By: