

Sample Interview Plan
(Combined Interview Sequence Plan, Contact List, and Notification List)

Order	Interviewee	Category	Allegations	Questions
1	CAPT Frank Smith, (301) 757-3456	Commanding Officer, COMNAVAIRSYSCOM		20 June 03 – Notify CAPT Smith that you are conducting an investigation.
2	LT Kris Young, (301) 757-8702	Staff Judge Advocate, COMNAVAIRSYSCOM		20 June 03 – Notify LT Young that you are conducting an investigation.
3	Lisa Ponds	Subject Matter Expert (SATO)	2	Any restrictions on changing reservations?
4	Taylor Rutkowski (301) 757-2105	Witness	1, 2 Ms. Chase's Travel Orders & Travel Claim	Who requested to attend conference? Who approved?
5	Paula Collins, NAVAIR, Level II Team Leader, PMA 277 (301) 757-4430, GS-13	Witness	1	Where did you eat lunch on 3 March? With Whom? When did you leave? When did you return to the conference? Who were you with? Which working group did you attend that afternoon? Was Ms. Chase in that group? Did you see her?
6	Mr. Randall Lopez, Conference Chairperson	Witness	1 List of conference Attendees; Conference Schedule of Events and Presentations	Was Ms. Chase scheduled to be in the Network Users' working group panel on 3 March 2003? Did she attend? Did she contact you on 3 March or 4 March to explain why she didn't attend?
7	Ms. Armandina Sanchez	Witness	1	When did Ms. Chase leave the Rio Grande on 3 March 2003? Who did she ride with to and from the restaurant? What working group did you attend on the afternoon of 3 March and 4 March 2003?
8	Sylvia Chase NAVAIR, Deputy Program Manager, PMA 277 (301) 757-2209	Subject. Interview Last.	1, 2 Travel Orders. Travel Claim. JER § 2635.705 2 JTR C2001A	Who did you have lunch with on 3 March 2003? How many working groups did you attend? How much were you reimbursed for the trip?