

Sample Interviewee In-Briefing

Before we talk, I want to give you a brief overview of the Inspector General's role and our procedures.

- We act as an impartial fact finder for the Commander, Naval Air Systems Command.
- Information we obtain will be used for official purposes only.
- Access to the information is restricted to persons with a need to know to perform official duties. [In some cases, depending on the circumstances, disclosure to other persons may be required by law or regulation, or may be directed by higher authority.]
- Our goal is problem resolution.

First, you (are) (are not) the subject of this investigation. We are going to place you under oath; this will be a sworn statement: "Do you swear or affirm that the information you will give is true and correct to the best of your knowledge and belief."

I can accept hearsay evidence and opinions from you, but please identify information of that nature when you relate it to me. For the purpose of this interview, hearsay is information you give me that is based on what others have told you, rather than what you know personally. Opinions are your thoughts, beliefs, and inferences about facts you know personally or have heard from others. The conclusions you draw from facts are a form of opinion evidence.

I would like to remind you of the importance of presenting truthful and candid statements. That is, I expect you to give me information I need to know, even if I don't ask a specific question.

This is an administrative proceeding. I have no authority to impose punishment or direct corrective action.

My job is to collect and examine all pertinent information and then make an impartial presentation.

We will make every effort to protect your privacy.

Our goal is to establish the truth of allegations **or** establish that allegations are not true and therefore clear a person's good name.

I need you to sign a Privacy Act statement.

Do you have any questions?