

MEMORANDUM FOR Office of the Inspector General, Fort Knox, KY 40160

SUBJECT: Report of Commander's Inquiry/Investigation (Soldier's Name and Rank) **(List of Subjects)**

1. **PURPOSE.** To respond to an inquiry/investigation from.....
2. **IDENTIFICATION OF SUBJECT:** Name, rank, SSN, duty position, daytime phone number, and mailing address for anyone accused in the allegations, as of the date the impropriety allegedly occurred. If the rank has changed since that time, include the current rank also.
3. **AUTHORITY:** Cite the authority for the inquiry/investigation. Usually this is the request or directive for inquiry/investigation from the IG. Include a copy of the directive for the inquiry and any changes to it as Exhibit A of your inquiry.

4. **ALLEGATIONS:**

a. Introduction. Briefly describe how the allegations were received. Identify the complainant, if known. Add any other information the reader needs to understand the case.

b. **Allegation 1:** That (someone) improperly (did something or failed to do something), in violation of (law, regulation, policy, or other written standard, including a publication date for the standard). Unless you discover information that changes the allegation to make it more accurate, you can include the allegation as written in the request for inquiry.

(1) Evidence. Describe all the evidence that pertains to this allegation. The information below is a guide to organizing it in a logical manner.

(a) Documentary Evidence. The DA Form XYZ (Exhibit B) shows that ... (May have some sub-paragraphs under documentary evidence. List as (1), (2), etc.)

(b) Complainant's Evidence. The person making the complaint stated...as shown by the sworn statement (Exhibit C) (May have some sub-paragraphs under complainant's evidence. List as (1), (2), etc.).

(c) Evidence provided by the Subject/Suspect. (Name) denied the allegation and stated that ... as shown in his sworn statement (Exhibit D). (May have some sub-paragraphs under subject/suspect evidence. List as (1), (2), etc.)

(2) Discussion. (Name) and (name) appeared to be credible because... whereas (name) and (name), appeared less credible because... The document supports (name)'s version of events, as do the majority of credible witness statements. The preponderance of evidence is that

(3) Conclusion. The allegation was substantiated (or unsubstantiated as the case may be). (State the allegation from sub-paragraph b with either substantiated or not substantiated)

c. Allegation 2: That (someone) improperly (did something or failed to do something), in violation of (law, regulation, policy, or other written standard, including a publication date for the standard). Unless you discover information that changes the allegation to make it more accurate, you can include the allegation as written in the request for inquiry.

(1) Evidence. Describe all the evidence that pertains to this allegation. The information below is a guide to organizing it in a logical manner.

(a) Documentary Evidence. The DA Form XYZ (Exhibit B) shows that ... (May have some sub-paragraphs under documentary evidence. List as (1), (2), etc.)

(b) Complainant's Evidence. The person making the complaint stated...as shown by the sworn statement (Exhibit C) (May have some sub-paragraphs under complainant's evidence. List as (1), (2), etc.).

(c) Evidence Provided by the Subject/Suspect. (Name) denied the allegation and stated that ... as shown in his sworn statement (Exhibit D). (May have some sub-paragraphs under subject/suspect evidence. List as (1), (2), etc.)

(2) Discussion. (Name) and (name) appeared to be credible because... whereas (name) and (name), appeared less credible because... The document supports (name)'s version of events, as do the majority of credible witness statements. The preponderance of evidence is that

(3) Conclusion. The allegation was substantiated (or unsubstantiated as the case may be). (State the allegation from sub-paragraph b with either substantiated or not substantiated)

d. Allegation 3: etc.

5. **ISSUES:**

a. Introduction. Briefly describe how the allegations were received. Identify the complainant, if known. Add any other information the reader needs to understand the case.

b. Issue 1: That (someone) improperly (did something or failed to do something), in violation of (law, regulation, policy, or other written standard, including a publication date for the standard). Unless you discover information that changes the issue to make it more accurate, you can include the issue as written in the request for inquiry.

(1) Evidence. Describe all the evidence that pertains to this issue. The information below is a guide to organizing it in a logical manner.

(a) Documentary Evidence. The DA Form XYZ (Exhibit B) shows that ... (May have some sub-paragraphs under documentary evidence. List as (1), (2), etc

(b) Complainant's Evidence. The person making the complaint stated...as shown by the sworn statement (Exhibit C) (May have some sub-paragraphs under complainant's evidence. List as (1), (2), etc.

(c) Evidence Provided by the Subject/Suspect. (Name) denied the issue and stated that ... as shown in his sworn statement (Exhibit D). (May have some sub-paragraphs under subject/suspect evidence. List as (1), (2), etc.

(2) Discussion. (Name) and (name) appeared to be credible because... whereas (name) and (name), appeared less credible because... The document supports (name)'s version of events, as do the majority of credible witness statements. The preponderance of evidence is that

(3) Conclusion. The issue was founded (or unfounded as the case may be). (State the issue from sub-paragraph b with either **founded or unfounded**).

6. The POC is CPT John Doe, 502-624-XXXX.

5 Encls

LTC, AR

A. Request for Inquiry/Investigation

Commanding

B. Results of 15-6 or Commander's Inquiry

C. Appointment Orders as 15-6 Officer

D. Sworn Statement from

E. Legal Review from SJA, Admin Law