REPORT OF PROCEEDINGS BY INITIAL/SUBSEQUENT BOARD OF INQUIRY OR FURTHER REVIEW BOARD—SAMPLE

SECTION I - APPOINTMENT

1. APPOINTING AUTHORITY

Memorandum, Secretary of the Air Force, subject: Appointment of an Initial Board of Inquiry

2. DATE APPOINTED (YYYYMMDD)

20010624

SECTION II - SESSIONS

3. TYPE OF BOARD (X one)

X INITIAL BOARD OF INQUIRY

4. LOCATION OF SESSION

Air Force Pentagon, Room 4E123, Washington, DC

5. DATE (YYYYMMDD)

20010701

6. PERSONS PRESENT

(List names of all attending (member(s), legal counsel to the board, missing person(s)' counsel, primary next of kin, other members of the immediate family, previously designated person, retained counsel. After each name, indicate capacity, e.g., Member, Missing Person’s Counsel.)

Col John E. Jones, Board President
Col Ronald L. Liotta, Board Member
Col William J. Harvey, Board Member
LtCol I. M. Criss, Legal Counsel to the Board
Maj Jerome F. Gravel, Missing Person’s Counsel

SECTION III - CHECKLIST FOR PROCEEDINGS

NOTE: Use of the XA column constitutes a positive representation that the circumstances described in the question did not occur during this board.

PART A, COMPLETE IN ALL CASES

7. ENCLOSURES: Are the following enclosed? (Attached in order listed)

a. The letter of appointment or summary of oral appointment data

b. All other written communications to or from the appointing authority

c. Explanation by the board of any unusual delays, difficulties, irregularities, or other problems

d. Any other significant papers (other than evidence) relating to administrative aspects of the board

8. EXHIBITS

a. Is an index of all evidence considered by the board attached to the board’s report?

b. Are all items considered as evidence forwarded to the appointing authority with the board’s report?

c. Is the location of the original evidence indicated?

d. Were the member(s), counsel for the board, and missing person’s counsel present during the findings and recommendation?

DD FORM 2811, NOV 1999

Page 1 of 4 pages