

E4.A3. ATTACHMENT 3 TO ENCLOSURE 4

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

REPORT OF PROCEEDINGS BY INITIAL/SUBSEQUENT BOARD OF INQUIRY OR FURTHER REVIEW BOARD <i>(For use of this form, see DODI 2310.5; the proponent agency is OSD/DPMO)</i>			
<i>If more space is required in filling out any portion of this form, attach additional sheets</i>			
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	
<i>(Attach Enclosure 1: Letter of appointment or summary of oral appointment data.)</i>			
SECTION II - SESSIONS			
3. TYPE OF BOARD (X one)			
<input checked="" type="checkbox"/> INITIAL BOARD OF INQUIRY <input type="checkbox"/> SUBSEQUENT BOARD OF INQUIRY <input type="checkbox"/> FURTHER REVIEW BOARD			
4. LOCATION OF SESSION Air Force Pentagon, Room 4E123, Washington, DC		5. DATE (YYYYMMDD) 20010701	
6. PERSONS PRESENT <i>(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.)</i>			
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 N/A column constitutes a positive representation that the circumstances described in the question did not occur during this board			
PART A. COMPLETE IN ALL CASES			YES NO N/A
7. ENCLOSURES: Are the following enclosed? <i>(Attached in order listed)</i>			
a. The letter of appointment or a summary of oral appointment data?			X
b. All other written communications to or from the appointing authority?			X
c. Explanation by the board of any unusual delays, difficulties, irregularities, or other problems?			X
d. Any other significant papers <i>(other than evidence)</i> relating to administrative aspects of the board?			X
8. EXHIBITS			
a. Is an index of all evidence considered by the board attached to the board's report?			X
b. Are all items considered as evidence forwarded to the appointing authority with the board's report?			X
c. Is the location of the original evidence indicated?			X
9. Were the member(s), counsel for the board, and missing person's counsel present during the findings and recommendation?			X