

## REPORT OF PROCEEDINGS BY BOARD OF OFFICERS

Note. Completed forms may contain personally identifiable information and require handling as set forth in AR 340-21.

For use of this form, see AR 15-6; the proponent agency is OTJAG.

IF MORE SPACE IS REQUIRED IN FILLING OUT ANY PORTION OF THIS FORM, ATTACH ADDITIONAL SHEETS

### SECTION I - APPOINTMENT

Appointed by \_\_\_\_\_  
(Appointing authority)

on \_\_\_\_\_ (Date) (Attach enclosure 1: Letter of appointment or summary of oral appointment data.) (See para 3-13, AR 15-6.)

### SECTION II - SESSIONS

1. The (board) commenced at \_\_\_\_\_ at \_\_\_\_\_  
(Place) (Time)

on \_\_\_\_\_ (Date) (If a board met for more than one session, check here ☐ . Indicate in an enclosure the time each session began and ended, the place, persons present and absent, and explanation of absences, if any.) The following persons (members, respondents, counsel) were present: (After each name, indicate capacity, e.g., President, Recorder, Member, Legal Advisor.)

The following persons (members, respondents, counsel) were absent: (Include brief explanation of each absence.) (See paras 5-2 and 5-8a, AR 15-6.)

The (board) finished gathering/hearing evidence at \_\_\_\_\_ on \_\_\_\_\_  
(Time) (Date)  
and completed findings and recommendations at \_\_\_\_\_ on \_\_\_\_\_  
(Time) (Date)

### SECTION III - CHECKLIST FOR PROCEEDINGS

#### A. COMPLETE IN ALL CASES

	YES	NO <sup>1/</sup>	NA <sup>2/</sup>
1. Enclosures (para 3-13, AR 15-6)			
Are the following inclosed and numbered consecutively with Roman numerals: (Attached in order listed)			
a. The memorandum of appointment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Copy of notice to respondent, if any? (See item 9, below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Other correspondence with respondent or counsel, if any?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. All other written communications to or from the appointing authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Privacy Act Statements (Certificate, if statement provided orally)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. An Executive Summary, Index of Exhibits, Chronology of the Investigation and lists of all persons interviewed and evidence gathered. (Complex, serious and/or high profile cases)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Information as to sessions of a board not included on page 1 of this report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Any other significant papers (other than evidence) relating to administrative aspects of the board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOOTNOTES: <sup>1/</sup> Explain all negative answers on an attached sheet.

<sup>2/</sup> Use of the N/A column constitutes a positive representation that the circumstances described in the question did not occur in the board.