

SAMPLE DOCUMENTATION OF PRELIMINARY INQUIRY

(Date)

From: (Name and rank of individual conducting preliminary inquiry)

To: (Title of authority ordering preliminary inquiry)

Subj: PRELIMINARY INQUIRY INTO (DESCRIPTION OF INCIDENT)

Ref: (a) JAGMAN Section 0204

1. This reports completion of the preliminary inquiry conducted in accordance with reference (a) into (description of incident).

2. Personnel contacted: (List individuals with name, rank, title, unit, and telephone number).

3. Materials reviewed: (List documents, objects, materials, tangibles reviewed and, if of probable evidentiary value where stored together with name of responsible individual together and that person's phone number).

4. Summary of findings: (summary should not extend beyond one paragraph and should summarize both what is known and unknown about the event in question).

5. Recommendation: (Choose one: consult a judge advocate; no further investigation warranted; command investigation; litigation-report investigation; board of inquiry; or court of inquiry).

Name, rank, unit, telephone

FIRST ENDORSEMENT

_____ Concur with recommendation

_____ Other: _____

Name, rank, unit, telephone

(Note: attachments may be added to the report as desired.)