

INVESTIGATING OFFICER'S CHECKLIST

A. PRIOR TO HEARING

- IO is not in chain of command of applicant.
- IO is pay grade O-3 or higher (must be superior in both temporary and permanent rank of applicant).
- IO read MCO 1306.6E in its entirety.
- IO reviewed the CO application in its entirety.
- Before providing the personal information required by enclosures (2) and (3) of this Order, the applicant was advised of the Privacy Act, and read and signed enclosure (4).
- Before processing the application, the Marine was advised of the provisions of reference (b) concerning Veterans Administration (VA) benefits and signed the statement appearing in enclosure (5) (VA benefits) of this Order.
- A chaplain, whose signed report is contained in the application, personally interviewed applicant.
- Applicant was personally interviewed by a clinical psychologist or psychiatrist (or a physician if neither of the preceding was reasonably available), whose signed report is contained in the application.
- Applicant was informed and acknowledged his entitlement to be represented by counsel, at his own expense, who is permitted to be present at the hearings, assist the applicant in the presentation of his case, and examine all items.
- Applicant was advised of and acknowledged his right to have a verbatim transcript of the hearing at applicant's own expense. The applicant was further advised that unless a qualified recorder was provided at the applicant's expense, the hearing would proceed and the hearing officer's version would be final as to testimony taken at the hearing.
- Applicant was advised of the right to present witnesses on his behalf at hearing, as well as written materials.
- I.O. reviewed the guidance in paragraph (3) of enclosure (7) regarding interviewing witnesses.

- I.O. reviewed applicant's service record book for consistencies/contradictions in application.
- I.O. obtained all necessary legal advice from local SJA prior to hearing.

B. DURING HEARING

- I.O. explained the nature and purpose of hearing to the applicant, using the language in paragraph 4 of enclosure (7), which applicant acknowledged.
- Applicant exercised his right to counsel, or acknowledged his waiver of such right.
- Applicant exercised his right to have a verbatim record of hearing compiled at his expense, or acknowledged his waiver of such right.
- I.O. made results of witness interviews available to applicant for review, as well as all other items in the file.
- I.O. was given opportunity to present witnesses and evidence on his own behalf, and to question any witnesses presented at hearing by I.O.

C. AFTER HEARING

- Followed guidance in paragraph 5 of enclosure 7.