# DEPARTMENT OF THE ARMY

**UNIT**

**ADDRESS**



UIC DATE

MEMORANDUM FOR CPT XXX

SUBJECT: Appointment as Investigating Officer to Conduct a Claim into [NAME] Conscientious Objector Claim

1. You are hereby appointed as an Investigating Officer (IO) pursuant to Army Regulation (AR) 600-43, Para. 2-4 to conduct an inquiry into the conscientious objector claim of [RANK, NAME, UNIT, LOCATION]. As part of this appointment you will make yourself knowledgeable in the policies and procedures relating to conscientious objection.

2. The scope of your appointment includes the following:

 a. Review [NAME] application.

 b. Study AR 600-43 and other applicable Army regulations.

 c. Seek information from commanders, supervisors, records, and any other sources that may contribute to your final recommendation.

 d. After gathering all relevant information, you will conduct a hearing on the application IAW AR 600-43 Para. 2-5. You will attach [NAME] receipt of the notice acknowledged by signature and date of receipt to the hearing record.

 e. After the hearing, your will make a written report with your conclusions and recommended disposition of [NAMES] claim.

3. Format.

 a. Your findings and recommendations must be in memorandum format and in compliance with AR 25-50 (Preparing and Managing Correspondence) and AR 600-43 Para. 2-5(k). You will submit a draft of your inquiry prior to submission to your legal advisor. Your conclusions and recommended disposition memorandum should be well-written and free of typographical, grammatical, and spelling errors.

 b. Facts stated within your findings memorandum **must** be followed by a citation to the relevant evidence that establishes that fact. (For example, "The incident occurred at 1700. Exhibit A. PFC Joe was present at the scene of the incident. Exhibit B.").

4. Upon completion of your investigation, you will make **four printed copies** for forwarding to HQDA (DAPE-MPC-CO). In addition, you will make a copy for your own records and submit the original investigation to me to include all documentary evidence, sworn statements, and other information or evidence you consider in the following order:

 a. This memorandum of appointment as Exhibit A;

 b. A memorandum of record with your findings and recommendations as Exhibit B;

 c. A chronology of your investigation as Exhibit C;

 d. Remaining exhibits, labeled accordingly.

5. Prior to beginning your investigation, you will contact your legal advisor [CPT XX]

6. You will complete the investigation and hearing within 14 days of receipt of this memorandum. Submit any request for delays to me through your legal advisor. You may not release any information related to this investigation to anyone, other than your legal advisor, without my prior approval.

7. The POC for this action is . . .

 BRIGADE COMMANDER

 COL, RANK

 Commanding