

U.S. COAST GUARD
AUXILIARY
DISTRICT 7
DSO-LP FORM
RFI 2

This is a fillable form

U.S. COAST GUARD AUXILIARY

APPOINTMENT OF PRELIMINARY INVESTIGATOR

On [1] _____ a Request for Preliminary Investigation was filed by AUX [2] _____, requesting a preliminary investigation be instituted regarding the acts or omissions of AUX [3] _____.

A copy of the Request for Preliminary Investigation is attached hereto.

FINDINGS

1. After reviewing the Request for Preliminary Investigation and documents attached thereto, I am of the opinion **that request should be granted and a standard preliminary investigation conducted.**

2. Furthermore, I am of the opinion that the evidence submitted in support of the Request for Preliminary Investigation does[4] _____ does not[5] _____ warrant consideration of a temporary suspension of the membership privileges pending the result of the preliminary investigation in accordance with COMDTINST M16790.1G, Auxiliary Manual, Chapter 3, Section I. This recommendation is being forwarded to the DCO and DIRAUX.

APPOINTMENT

ACCORDINGLY, pursuant to the authority granted me by COMDTINST M16790.1G, Auxiliary Manual, Chapter 3, Section F, I appoint AUX [6] _____ of [7] 085 Div _____ Flotilla _____ as the Preliminary Investigating Officer (PIO). The PIO is requested to immediately conduct a standard preliminary investigation into the matters alleged in the Request for Preliminary Investigation.

The investigation should be conducted in accordance with COMDTINST M16790.1G, Auxiliary Manual, Chapter 3, Section F3b and F4 and COMDTINST M5830.1A Administrative Investigations Manual. The Preliminary Investigation Report shall be in the form prescribed by COMDTINST M5830.1A ,Chapter 5, Section B. The Preliminary Investigation Report shall be filed with me no later than [8] _____. If additional time is required the PIO shall request, in writing for an extension. DSO-LP has appointed AUX [9] _____ as your legal servicing officer for the investigation. The PIO is requested to endorse this Appointment to me in writing by [10]_____.

Date: _____.

AUXILIARY LEADER / CONVENING AUTHORITY

SEND THE SIGNED FORM TO THE DSO-LP WHO WILL ACT AS THE FILING CLERK AND WILL FORWARD COPIES TO THE APPROPRIATE PERSONNEL.

INSTRUCTIONS

1.	Insert the date that you RECEIVED the Request for Preliminary Investigation from the complaining Auxiliarist. This date starts the seven day response period referenced in COMDTINST M16790.1G, Auxiliary Manual, Chapter 3, Section F 3 <i>“The leader receiving a request for investigation shall make a determination as to the propriety of an investigation and take action as described in the following provisions. This determination shall be made within seven (7) days of receipt of the request”</i> .
2.	Insert the name of the Auxiliarist filing the Request for Preliminary Investigation.
3.	Insert the name of the Auxiliarist who is the subject of the Request for Preliminary Investigation.
4.	If, after reviewing the Request for Preliminary Investigation and supporting documents, you are of the opinion that the alleged violation is of such a nature as to cause immediate harm to the U.S. Coast Guard Auxiliary or the United States Coast Guard and that the documentation supports the potential for such harm, you may recommend to the DCO and DIRAUX that the membership privileges of the Auxiliarist be temporarily suspended during the conduct of the preliminary investigation. To make such a recommendation check box number [4].
5.	However if you are of the opinion that the alleged violation does not rise to the level of concern referenced in section 4, or that the documentation does not support such a concern, you should recommend that the matter not be considered for a temporary suspension by the DCO and DIRAUX. To make such a recommendation check box [5].
6.	Insert the name of the Auxiliarist you have chosen to conduct the Preliminary Investigation. The PIO should not be of the same division and flotilla of either the complaining Auxiliarist or the subject Auxiliarist and should have no prior involvement with either. To ensure fairness and the credibility of the investigation, the PIO should be as neutral and unbiased as possible.
7.	Insert the division and flotilla number of the Auxiliarist conducting the Preliminary Investigation.
8.	Insert the date for the report. In no event should the date be greater than sixty days.
9.	Insert the name of the legal servicing officer assigned to the case by the DSO-LP.
10.	Insert the date by which the PIO should acknowledge acceptance of the appointment by filing a written endorsement with you.