

**UNITED STATES COAST GUARD AUXILIARY
TWENTY SEVENTH DISTRICT**



John Q Member
District Commodore
1792 Auxiliary Avenue
Any City, Any State any Zip Code
000-000-0000

22 August 2014

MEMORANDUM

From: J.Q. Member, DCO
CGD Twenty-Eleven

Reply to DCO Member
Attn of: (000) 000-0000

To: Auxiliarist First MI Last, Member # 0000000

Subj: ASSIGNMENT TO DUTY AS INVESTIGATOR

Ref: (a) United States Coast Guard Auxiliary Manual, COMDTINST M16790.1G
(b) Coast Guard Administrative Investigations Manual, COMDTINST M5830.1A

1. You are hereby Assigned to Duty as the Investigator to conduct an investigation of a complaint initiated by _____, against _____, [Member #]_____. Details of the allegations are described in the next paragraph.

Members of the Auxiliary have definite guidelines in the AUXMAN regarding the Standards of Ethical Conduct. The Director of Auxiliary and I have determined that there is a sufficient basis to warrant an investigation into the conduct of _____ to determine whether (Mr., Ms, Dr.) violated CG or CGAUX policies in his/her

- a) Failure to apply and adhere to Coast Guard Core Values in the conduct of Auxiliary programs.
- b)
- c)
- d) Violation of the Standards of Ethical Conduct or members of the Coast Guard Auxiliary

Relevant Documents will be sent to you in subsequent e-mails.

2. Prior to initiating contact with Mr..... , please contact _____, DSO-LP, for guidance and direction on how the investigation is to be conducted. [note; The DSO-LP may assign an ADSO-LP to advise the investigator but the ultimate responsibility remains with the DSO-LP.]
3. Please initiate your investigation immediately. Prepare summaries of all witness interviews, indicating the date, time and location of the interview, followed by a summary of the interview. Sign and date the summaries and attach them as exhibits to the investigative report. Your report, addressed and forwarded only to _____, DSO-LP, should be substantially in the form prescribed by Exhibit (5-A) of Reference (b). A copy is enclosed for your convenience. Your investigation must be completed within _____(no more than 60-days) of the date of this appointment. _____, DSO-LP, will review your findings and make recommendations to me and the DIRAUX of any further action required in this case.
- 4 All necessary expenses associated with this investigation, not to exceed \$500, will be reimbursed to you.
- 5 This matter is considered sensitive and should not be discussed with any person except in the course of your official investigation.

v/r

John Q Member

COMO John Q Member
District Commodore - District 27
1792 Auxiliary Avenue
Any City, Any State any Zip Code
000-000-0000

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Copy: DSO-LP
Mbr. File

The investigation may not require 60 days to complete if it is a relatively simple matter. The sooner the process can be completed, the better. (AUXMAN 3.F.3.(b))

The AUXMAN does not require copies of the appointment letter to be forwarded to anyone other than the DSO-LP who has a need to know. There is no need to CC the ADSO-LP. The DSO-LP has the discretion to assign an ADSO to monitor the case, but that is the DSO's call. Notice should go only to those identified in the AUXMAN.