**DEPARTMENT OF THE ARMY**
HEADQUARTERS, 2D INFANTRY DIVISION
UNIT # 15041
APO AP 96258-5041

REPLY TO
ATTENTION OF:

EAID-CG

JAN 23 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2ID Command Policy Letter #10-4, Duties and Responsibilities of Investigating Officers

1. References.

a. AR 15-6, Procedures for Investigating Officers and Boards of Officers, 2 October 2006.

b. AR 735-5, Policies and Procedures for Property Accountability, 28 February 2005.

c. AR 600-8-4, Line of Duty Policy, Procedures, and Investigation, 4 September 2008.

d. Rule 303, Preliminary Inquiry into Reported Offenses, Rules for Courts-Martial, Manual for Courts-Martial, 2008 Edition.

2. Purpose: To establish policies and procedures for appointing investigating officers and conducting investigations.

3. Applicability: This Policy Letter is effective immediately and applies to all Soldiers assigned or attached to 2ID.

4. Policy: Proper investigations are an essential command tool that should be used to promote accountability and good order and discipline. It is imperative that the full-time, primary duty of investigating officers is the conduct of thorough, impartial and timely investigations. This Policy Letter outlines the general responsibilities of investigating officers, supervisors, and appointing authorities.

5. Responsibilities of Investigating Officers, Supervisors, and Appointing Authorities :

a. All Investigating Officers must be appointed in writing.

b. All appointment orders must be read by the Appointing Authority to the Investigating Officer in the presence of the Investigating Officer's first-line supervisor.

c. The full-time, primary duty of Investigating Officers will be to conduct a thorough, impartial and timely investigation. This includes, but is not limited to, investigations conducted pursuant to AR 15-6, AR 735-5, AR 600-8-4, and RCM 303.

d. All Investigating Officers must receive a legal in brief from the Servicing Judge Advocate prior to the start of substantive investigation.

e. Only the Chief of Staff or Commanders in the grade of O-6 or higher may temporarily excuse an Investigating Officer from his or her investigative duties.

f. All Investigating Officers must maintain a duty log detailing the conduct of their investigation. The duty log must be submitted to the appointing authority upon submission of the report of investigation completed by the Investigating Officer. The duty log will be subject to inspection at all times during the investigation and must be closed-out daily.

g. No person may be appointed to serve as an Investigating Officer who has less than 90 days from the date of appointment until his or her DEROS.

h. Investigating Officers will complete their investigation within the time period prescribed by the appointment order. All requests for extensions must be submitted in writing to the appointing authority and detail why an extension is necessary. All extension requests must be included as an enclosure in the Investigating Officer's report of investigation.

i. Investigating Officers and their first-line supervisors must sign the Acknowledgment for Investigating Officers and their Supervisors, included as enclosure 1 to this policy letter. The Acknowledgment for Investigating Officers and their Supervisors must be included as an enclosure in the Investigating Officer's report of investigation.

6. Questions regarding this policy should be directed to the 2nd Infantry Division Chief of Administrative Law, DSN 732-9529.

Edward C. Cardon

EDWARD C. CARDON
Major General, USA
Commanding

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**Acknowledgment of Duties as an Investigating Officer (IO)**

1. My full-time, primary duty is to conduct a thorough and timely investigation in accordance with applicable Army Regulations and the instructions stated in my appointment orders.

**IO Initial _____**

2. Only the Chief of Staff or Commanders in the grade of O-5 or higher may temporarily excuse me from my investigative duties.

**IO Initial _____**

3. I must maintain a duty log detailing the conduct of my investigation. My duty log must be submitted to the appointing authority upon submission of my report of investigation.

**IO Initial _____**

4. I must complete my investigation within the time period prescribed by my appointment orders. Any request for an extension must be submitted to the appointing authority in writing and detail why an extension is necessary. I must include all extension requests as an enclosure in my report of investigation.

**IO Initial _____**

5. I acknowledge that the full-time, primary duty of my subordinate is conduct a thorough and timely investigation in accordance with applicable Army Regulations and his or her appointment orders. I further acknowledge that only the Chief of Staff or Commanders in the grade of O-5 or higher may temporarily excuse my subordinate from his or her investigative duties. At no time will I hinder the investigation of my subordinate by explicitly or implicitly tasking him or her with non-investigation related tasks.

**Supervisor Initial _____**

Signature of Investigating Officer: _____

Signature of Supervisor: _____

Date: _____