Attachment 2

Investigation Memorandum Format

1. Complainant's name, job title, agency, location

2. Initiation of investigation:
   a. Persons involved in conducting investigation
   b. Date complaint received by agency
   c. Person in agency who initially received complaint
   d. Date investigation began and, if applicable, reason for any delay

3. Description of complaint
   a. General nature of events giving rise to complaint, including dates of alleged events
   b. Person(s) accused of inappropriate behavior and organizational relationship to complainant

4. Statements and evidence gathered in the investigation
   a. Complainant
      i. Specific allegation(s). If more than one allegation, list each separately
      ii. Additional witnesses named by complainant
      iii. Resolution desired by complainant
   b. Person accused of inappropriate behavior. If more than one, list each separately
      i. Specific response(s) to allegation(s). If more than one, list each separately
      ii. Additional witnesses named by accused
   c. Witnesses interviewed
      i. Name and job title. If more than one, list each separately
      ii. Evidence about specific allegations (noting firsthand knowledge v. secondhand knowledge)
      iii. Additional witnesses, if any

5. Summary of evidence
   a. Corroboration of specific allegations
   b. Non-corroboration of specific allegations
   c. Other pertinent information

6. Conclusions concerning violation of policy. INCLUDE ONLY AT THE DIRECTION OF THE AGENCY.

7. Appendices
   a. List of potential witnesses not interviewed and reason
   b. List of attachments (documentary evidence)