

From: (first general officer in chain of command of the incident)

To: (senior member of board)

Subj: APPOINTMENT AS (SENIOR) MEMBER TO THE (INSERT FLAG LEVEL UNIT HERE)
SAFETY INVESTIGATION BOARD (SIB), FILE NUMBER (INSERT FILE NUMBER HERE)

Ref: (a) OPNAVIST 5102.1d/MCO P5102.1B w/ch 2, Navy and Marine Corps Mishap and Safety
Investigation Reporting Manual

(b) COMMARFORCOM Appointment msg DTS: (insert msg DTG)

1. Per references (a) and (b), you are appointed based on your professional experience and knowledge as the senior member of the (subject line unit) SIB for the mishap file number (insert file number). You shall comply with the responsibilities described in reference (a) paragraph 6005.

2. I direct your attention to the provisions of reference (a), Chapter 7, concerning privileged information. You shall properly safeguard all privileged information available to you as (the senior member) (a member) of the board. Similarly, carefully review Appendix C, to ensure a firm understanding of promises of confidentiality made to witnesses. Such promises shall be made only when a witness refuses to be interviewed, affirmatively expresses a reluctance to provide a complete and candid interview, or requests confidentiality. Only the senior member or designee of the SIB or the designated safety investigator may grant a promise of confidentiality.

3. When investigating and reporting a mishap, your duties as (the senior member) (a member) of the board shall take precedence over all other duties. You will not be assigned to do a Judge Advocate General Manual (JAGMAN) or other investigation of the same mishap. However, if during the course of the investigation, you discover a criminal act, immediately notify the (senior member) (appointing authority) for guidance to determine the need to continue or terminate the investigation in accordance with reference (a) Chapter 3 and Appendices A and D.

4. The responsibility inherent in the appointment extends beyond any loyalties you may hold to the command. The Navy and Marine Corps safety program depends on the efforts of safety investigators to analyze mishaps to identify and remove potential causes of injury and damage. The sole objective of the board is mishap prevention. Therefore, your efforts should include complete, open, and forthright expressions of your views. Rest assured the Safety Investigation Report (SIREP) shall be used within the Department of the Navy for safety purposes only.

5. Should circumstances arise which would preclude the proper performance of your duties as (the senior member) (a member) of this SIB, notify (POC unit G010 email and phone number) (name, senior board member, email and phone number).

SIGNATURE BLOCK