

# Official Letterhead

(Command/Office Symbol)

MEMORANDUM FOR (Commander, your command)

SUBJECT: Accident Investigation Board Appointment Orders

1. Under the provisions of AR 385-10, Accident Reporting and Records, dated 23 Aug 07, the following individuals are appointed as the accident investigation board members for the Class (A or B), (type of accident to include equipment or injury) accident that occurred on (date), at (location):

BOARD PRESIDENT: (Full name, rank, name and mailing address of the assigned unit. (indicate voting vs. non-voting)

BOARD RECORDER: same as above. (indicate voting vs. non-voting)

BOARD MEMBER: (SME, TI, MEDICAL DR. ETC, any individual whose role is necessary to the technical base of the board.) (indicate voting vs. non-voting)

BOARD ADVISOR: same as above. (but indicate as non-voting)

2. The purpose of the accident investigation is to gather and evaluate evidence, determine causal and/or contributing factors, and prepare findings and recommendations to prevent future accidents. Individuals will be released from all other duties for full-time participation in the subject investigation.

3. These appointment orders are subject to subsequent amendment/augmentation to include additional subject matter experts.

4. In accordance with the Health Insurance Portability and Accountability Act (HIPAA) (Public Law 104-191 enacted by Congress on August 21, 1996), I delegate my authority as a military commander to members of the board to access protected health information about individuals who are Armed Forces personnel when it is deemed necessary by the board president to assure the proper investigation of this accident.

5. The POC for this action is (name, rank, and DSN/COMM of Unit Safety POC).

SIGNATURE BLOCK OF SIGNATORY  
AUTHORITY (usually the C/S)