**ADVERSE INFORMATION SUMMARY**

Grade/Name/Service/Component: Grade, Name, Service, Component.

What he or she did: Provide a summary of the incident and a detailed summary of the adverse information. For nominations or appointments as a result of a promotion selection board or Federal recognition board, state whether the adverse information had been reviewed by a promotion selection, Federal Recognition, or promotion review board. If not, state why this information did not meet a board.

Investigating Agency: List any agency that had conducted a review or an investigation into the matter. Include the approval date of the review or investigation and the approval office.

Findings: Provide summary of the findings from the review or investigation. If the official Service position on these findings is different from the review or investigation results, also provide revised findings, who approved, and rationale for revised findings.

Action Taken:

Service: Provide detailed summary of action taken and by whom. If no action was taken, so state and provide rationale why.

OSD: Include the following statement: The Under Secretary of Defense for Personnel and Readiness (USD (P&R)) and the General Counsel of the Department of Defense (GC, DoD) reviewed the summary of the incident. The USD (P&R) elected to support the nomination; the GC, DoD, asserted no legal objection to the nomination.

Reasons for Support: State why the Military Department supports the officer for nomination and how the officers meet the requirement of exemplary conduct. State why this nomination or appointment is in the best interest of the Military Department and the Department of Defense. Include comments concerning officer’s judgment as it relates to this adverse information. Include any specifics of outstanding items or events from officer’s record that counterbalances reported adverse information.

**REPORTABLE INFORMATION SUMMARY**

Grade/Name/Service/Component: Grade, Name, Service, Component.

What he or she did: Provide a summary of the incident and a detailed summary of the adverse information.

Investigating Agency: List any agency that had conducted a review or an investigation into the matter. Include the approval date of the review or investigation and the approval office.

Findings: Provide summary of the findings from the review or investigation. If the official Service position on these findings is different from the review or investigation results, also provide revised findings, who approved, and rationale for revised findings.

Action Taken:

Service: Provide detailed summary of action taken and by whom. If no action was taken, so state and provide rationale why.

OSD: Include the following statement: The Under Secretary of Defense for Personnel and Readiness (USD (P&R)) and the General Counsel of the Department of Defense (GC, DoD) reviewed the summary of the incident. The USD (P&R) elected to support the nomination; the GC, DoD, asserted no legal objection to the nomination.

Reasons for Support: State why the Military Department supports the officer for nomination and how the officer meets the requirement of exemplary conduct. State why this nomination or appointment is in the best interest of the Military Department and the Department of Defense. Include comments concerning officer’s judgment as it relates to this adverse information.

**ADVERSE INFORMATION SUMMARY**

Grade/Name/Service/Current Component/Unit of Assignment: Grade, Name, Service, Current Component, Unit of Assignment.

Promotion Board Report/List: Promotion board report/list that name is recommended to be removed from. In addition, provide the date the board was provided to the Officer of the Secretary of Defense for processing.

Convene Date/Adjourn Date: Dates that the promotion board convened and adjourned.

Board Report Approval Date: Date that the board report was approved.

Withhold or Delay Status: Provide the date that the officer's nomination was withheld or the promotion was delayed, if applicable. Also include the date the officer would have been promoted.

Investigating Agency: List the agency that actually conducted the investigation.

Adverse Information: Provide summary of the information. (Include in the summary the following dates: when the adverse or alleged adverse information occurred, when the adverse or alleged adverse information was identified, and state whether the adverse or alleged adverse information has been viewed by a promotion board.)

Findings: Provide summary of the information.

Action Taken: State action taken and by whom. If no action was taken, so state (e.g. punitive letter of reprimand or \_\_\_\_\_\_\_\_\_\_\_\_.

Notification to Individual: Provide details on when individual was notified and whether the individual provided a response. If contact was not made with the individual provide details on what actions the Service took to attempt notification (e.g. United States Postal Service return of receipt).

Responses to Promotion Delay: Provide summary of individual's response to the action and summary of response(s) from individual's chain of command.

Reasons for Recommended Action: State why the Department of Defense and the Military Department concerned support the removal action.

**ADVERSE INFORMATION SUMMARY**

Grade/Name/Service/Current Component/Unit of Assignment: Grade, Name, Service, Current Component, Unit of Assignment.

Adverse Information: Provide summary of the information. (Include in the summary the following dates: when the adverse or alleged adverse information occurred, when the adverse or alleged adverse information was identified, and state whether the adverse or alleged adverse information has been viewed by a promotion board.)

Investigating Agency: List the agency that actually conducted the investigation.

Adverse Information: Provide summary of the information. (Include in the summary the following dates: when the adverse or alleged adverse information occurred, when the adverse or alleged adverse information was identified, and state whether the adverse or alleged adverse information has been viewed by a promotion board.)

Findings: Provide summary of the information.

Action Taken: State action taken and by whom. If no action was taken, so state (punitive letter of reprimand or \_\_\_\_\_\_\_\_\_\_.

Notification to Individual: Provide details on when individual was notified and whether the individual provided a response. If contact was not made with the individual provide details on what actions the Service took to attempt notification (e.g. United States Postal Service return receipt).

Responses to Vacation: Provide summary of individual's response to the action and summary of response(s) from individual's chain of command.

Reasons for Vacation: State why the Department of Defense and the Military Department concerned support the vacation action.