INCIDENT REPORT/WITNESS ACCOUNT

Name of reporting individual:	Company:
(Last, First, MI) Rank/Position or Title: Class: E-Mail:	
Class: E-Mail:	Phone:
Directions: Please answer the following questions as complease put your statement in a logical and sequential enecessary.	
Description of Incident:	
Who were the individual(s) responsible for the incident; we and who witnessed the incident?	
Who else did you report this incident to:	
What is the relationship between you and those responsible	ole (First Sgt., Platoon Sgt., etc.)
What happened?	

INCIDENT REPORT/WITNESS ACCOUNT

What did you see?
What did you hear?
When and Where did the incident occur? Date(s): Time Frame: Location(s):
Why do you think the incident occurred? Were there any previous factors or events the contributed to the incident?
Have you been threatened about reporting this event and if so by who?

INCIDENT REPORT/WITNESS ACCOUNT

Who else have you spoken to about this incident		
Has this happened to anyone else that you have firs	t-hand knowledge of	
Has anyone attempted to get you to change your st investigation (e.g.; told you not to report, told you to	•	
Additional Facts or Comments:		
	······································	
Witness Signature*	Date:	
* This document constitutes an official statement. to the best of my knowledge. It is given of my own		
Signature of Investigator(s)		
Print name of Investigator(s)		
Date		