

Chapter 25

Service inquiries

The law governing Service inquiries and relevant guidance is set out in JSP 832 (Guide to Service Inquiries) to which reference should be made. The principal legislation governing Service inquiries is the Armed Forces Act 2006, section 343 and the Armed Forces (Service Inquiries) Regulations 2008 [SI 2008 No. 1651] See [Chapter 37](#) (Armed Forces act 2006 – Statutory Instruments and Defence Council Regulations). JSP 832, 1.6 sets out other JSPs to which reference should be made depending upon the circumstances. Legal advice must be sought in relation to any decision whether or not to establish an inquiry.

Below, for ease of reference, the contents index of JSP 832 is listed.

	Page
Definitions	vii
List of abbreviations	ix
Chapter 1	
General provisions	1
Scope of JSP 832	1
Purpose	1
Transitional arrangements	2
Additional Guidance	2
External Influences	3
Inquiries	3
Statutory inquiries – Service inquiries	4
Key features of a successful Service inquiry	4
Matters for investigation under statute	5
Convening considerations	8
Identifying the profile of an inquiry	9
Relationship between Service inquiries and other investigations	9
Dispensing with or deferring an Inquiry	13
Notification of Decisions	14
Annexes	
Annex A – Single-Service Inquiry Coordinator (SSIC)	15
Appendix 1 - Briefing NOK	17
Annex B - Dispensing with a mandatory inquiry	19
Chapter 2	20
Convening an inquiry	20
Convening	20
Composition of a Service inquiry panel	22
Persons who may be permitted to attend	25
Legal advice	27
Functions of a Service inquiry panel	28
Terms of reference	29
Administration and costs	30
Convening	31
Suspension and termination of a Service inquiry	32
Annex A - Guide to Service inquiry timelines	35
Annex B - Example of a convening order	36
Annex C - NOK attendance at a Service inquiry	37

Appendix 1 - Service policy on NOK attendance at Service inquiry	39
Annex D - Role of legal advisor	40
Annex E - ToR matrix	42
Annex F - Hosting unit/ship/establishment support	44
Annex G - Panel assembly	45
Appendix 1 - Role and responsibilities of the president and panel members	47
Appendix 2 - Reporting/briefing responsibilities	50
Appendix 3 - Specimen initial report	52
Appendix 4 - Specimen progress report	53
Annex H - Dispensation notice	54
Annex I- Termination notice	55
Chapter 3	56
Procedures for calling witnesses	56
General	56
Calling witnesses	58
Procedure relating to witness notices	60
Annex A - Letter to Service witnesses	66
Appendix 1 - Notes for witnesses on Service inquiry procedures and giving evidence	68
Annex B - Suggested letter to request attendance of civilian witnesses	71
Appendix 1 - Certificate of acknowledgement of request to attend a Service inquiry	73
Annex C – Civilians’ claim for allowances	74
Appendix 1 - Guidance to allowances	76
Annex D - Application for a witness notice in respect of a Service inquiry	81
Annex E - Suggested form of witness notice in respect of Service inquiry	83
Appendix 1 - Application to vary or revoke witness notice	85
Annex F - Certificates of service of witness notice in respect of Service inquiry	86
Chapter 4	87
Evidence - General considerations and taking evidence	87
General considerations	87
Taking evidence	92
Annex A - Post incident drug and alcohol testing (PIDAT)	97
Annex B - Action when character or professional reputation may be affected	101
Annex C - Reports	106
Annex D - Inquiries into undetermined or self-inflicted deaths	107
Annex E - Taking oaths	109
Chapter 5	112
Preparing the provisional report and compiling the record of proceedings	112
Introduction	112
The provisional report	112
Record of proceedings	114
Final preparation and submission	116
Annex A - Notes on report writing and preparation and the record of proceedings	118
Appendix 1 - Common errors and omissions	119
Annex B - Guidance on non-attribution of blame and legal liability	121
Annex C - Diary of events	123
Annex D - Format for covering note for submitting the provisional report to the convening authority	124
Chapter 6	126
Staffing of Service inquiries	126

General	126
Action by convening authority	126
Action by reviewing authority	128
Preparation for disclosure	129
Chapter 7	131
Disclosure - Service inquiries	131
General	131
Release of details of a Service inquiry	134
Release of inquiries to external authorities	136
Annex A - Non-disclosure considerations	138
The Armed Forces (Service Inquiries) Regulations 2008	141