**Administrative Check List** (Tool)

Subj: FFPB ICO CAPTAIN EYE M. SUBJECT 1234/75XX

Ref: (a) MCO P1000.6G

1. Convening Order

\_\_\_\_\_\_\_Convening order states reason for referral

2. Board Membership/Composition

\_\_\_\_\_\_\_3 or more & 1 flight surgeon

3. Pre-board Advice

\_\_\_\_\_\_\_Respondent advised of board purpose (Ltr)

\_\_\_\_\_\_\_Respondent acknowledged (Endorsement of Ltr)

4. Hearing Procedures

\_\_\_\_\_\_\_Respondent afforded opportunity to be present

\_\_\_\_\_\_\_Respondent afforded opportunity to present evidence/statement

\_\_\_\_\_\_\_Respondent afforded opportunity to call witness

\_\_\_\_\_\_\_Witness testimonies accurately summarized

\_\_\_\_\_\_\_Respondent access to all materials considered by FFPB

\_\_\_\_\_\_\_Respondent afforded opportunity to offer rebuttal statement

5. Report of Proceedings

\_\_\_\_\_\_\_Convening order marked and appended as enclosure (1)

\_\_\_\_\_\_\_Findings of fact entered and substantiated by

evidence contained in enclosures

\_\_\_\_\_\_\_Opinions entered and based on findings of facts

\_\_\_\_\_\_\_Aviation Background Summary information included

\_\_\_\_\_\_\_Flight surgeon’s evaluation and appropriate medical

reports signed, dated and included as enclosures

\_\_\_\_\_\_\_Respondent’s selected Flight surgeon’s evaluation and appropriate medical reports signed, dated and included as enclosures (Respondent optional)

\_\_\_\_\_\_\_All evidence considered (written statements/documents) is made an enclosure

\_\_\_\_\_\_\_Recommendations made and in accordance with MCO 1000.6

\_\_\_\_\_\_\_Report signed by all members

\_\_\_\_\_\_\_Extension Requests appended as enclosures

\_\_\_\_\_\_\_Report of Proceedings submitted to convening authority

6. Convening Authority Action on Report of Proceedings

\_\_\_\_\_\_\_Provide respondent with a copy of FFPB

\_\_\_\_\_\_\_Respondent’s acknowledgment of receipt included as enclosure (acknowledgement ltr and respondent endorsement)

\_\_\_\_\_\_\_Respondent advised of right to comment on report

\_\_\_\_\_\_\_Respondent’s acknowledgment of right to comment

\_\_\_\_\_\_\_Respondent’s comments appended as enclosure (if applicable)

\_\_\_\_\_\_\_Convening authority’s recommendation, FFPB first endorsement

\_\_\_\_\_\_\_Provide respondent with a copy of all endorsements