



# THE IG OBSERVATION



## NATIONAL GUARD BUREAU OFFICE OF THE INSPECTOR GENERAL

### From the Acting IG



Team IG,

As many of you know, Mr. Byrd retired in September after 24 years as the National Guard Bureau Inspector General. He thanked everyone with the following message at his ceremony.

*"My distinguished career has taken me all over the world with assignments to Okinawa, Thailand, Vietnam, Philippines, Hawaii, England, and Turkey and numerous locations throughout the United States. God has truly blessed me and there are not enough words to adequately address everyone who has made my 54 years in Federal Service so rewarding. I've truly enjoyed working with each and every one of you. My family and I sincerely thank everyone. If you are ever in N.C., you are always welcome."*

It has been my honor to be entrusted as the Acting IG until we bring on Mr. Byrd's replacement. Gen Lengyel became the 28th Chief, National Guard Bureau at nearly the same time and as one of the first things he did was send the message on the next page to the State IGs and the TAGs. As always, appreciate all you do to support our Soldiers, Airmen, and Civilians.



CW5 Pablo, Mr. Byrd, and SGM Baker



Retired GEN Grass, 27th Chief, National Guard Bureau and Mr. Byrd

### Inside the Observation

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The NGB IG newsletter format has been updated to improve our lines of communication. Send feed-back to MSgt Eichaker at [david.e.eichaker.mil@mail.mil](mailto:david.e.eichaker.mil@mail.mil)

### From the Senior Enlisted Advisor, IG



SGM Baker

Since 1636, Guardsmen have dropped their plows to grab their muskets, in defense of the homeland. This seemingly simple act is truly profound in every way and occurs every day across our Nation – largely unnoticed. This transition from Citizens to Soldiers (and Airmen) punctuates what it means to be a Guardsmen – it is the essence of our strength and embodies the very ideals of freedom. Trust fuels our Citizen-Soldiers to act in such a profound and patriotic way – trust in the organization, its leaders and fellow Service members. As IGs in the National Guard, we work to preserve the trust of our teammates while striving for excellence in all we do, each and every day. We are truly a diverse organization, working together as one professional team to support the men and women of our National Guard. And to this end, we appreciate the enormous effort you have put forth to support our Soldiers and Airmen in 2016 – Thank You!

Finally team, please take note of the following items of high interest...more information is forthcoming - State IGs, as always, these programs **don't work** without **your support** – period!

- The NGB IG Soldier of the Year Board – March 2017
- Lt. Gen. John P. Flynn Inspector General Award – on or about March 2017



Gen Joseph Lengyel  
28th chief, National Guard Bureau



NATIONAL GUARD BUREAU  
1636 DEFENSE PENTAGON  
WASHINGTON DC 20301-1636

OCT 07 2016

### Open Letter to National Guard Inspectors General

No leader can be everywhere and see everything, so they must rely on the staff and other tools at their disposal. This includes you as an extension of my, your Adjutant General's (TAG), or your Commanding General's (CG) eyes, ears, voice, and conscience. Your feedback on discipline, efficiency, economy, morale, training, and readiness enables us to make informed decisions.

The National Guard is unique in that we apply Army and Air Force policy; and Federal and State statutes. Capitalizing on the best practices of the Army and Air Force Inspector General (IG) programs provides you the means to assess our readiness to Secure the Homeland, Fight America's Wars, and Build Partnerships.

If something is wrong, we need to address it at the lowest level by giving commanders the opportunity to resolve issues. If something is right, we need to highlight it and widely share the best practices. If something could go wrong, we need to get it back on track. The Army IG Teach and Train function is a powerful method to intercede before something escalates into an issue.

The TAG/CG-IG relationship is the foundation of an effective IG program. I will emphasize the importance of the TAG/CG to understand the IG concept and system and to communicate their vision, intent, philosophy, and guidance with you. The TAG/CG must include you in key discussions and nurture open communication.

You are a team of fair, impartial, and objective fact-finders. You must maintain and safeguard the integrity of the IG system. The position you hold is that of public trust. This trust, combined with your broad experience, strong communication skills, problem-solving, and impeccable ethics, provide our Soldiers, Airmen, and Civilians with the confidence to come to you to address a perceived impropriety. It is essential that you maintain this trust and confidence while demanding the same from each and every member of your team.

Sincerely,

JOSEPH L. LENGYEL  
General, USAF  
Chief, National Guard Bureau



LTG David Quantock, Inspector General, U.S. Army, (center), and MG Leslie Smith, deputy Inspector General, (far left) pose with 15 National Guard graduates, a state IG, and NGB IG staff, after the Dec 23, 2016 TIGS graduation ceremony.



SFC Danial Monzon and Maj Daniel Rodarte graduated from the TIGS course, Dec., 23, 2016. SFC Monzon is assigned to the investigations while Maj Rodarte is assigned to the assistance division.

## Assistance Division

by MSG Christi Huggins

Recently our office has discovered many discrepancies within IGNET regarding IG Contact Information. Our office uses IGNET to research Inspector General contact information when providing referral notification to our complainants, as well as contacting other Inspectors General. There are occasions when we refer information to the IGs using the listed information in IGNET and often have emails returned back to us stating the individuals are no longer IGs. It is important this information is current, to ensure timely and accurate referrals and notification to you, our fellow IGs.

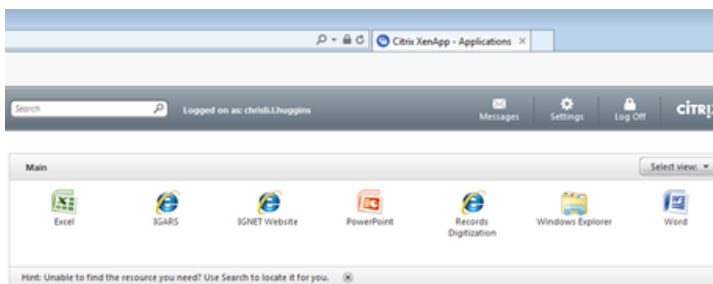
How to update your IGNET Contact Information:

Email Ms. Teresa L. Tester, CISSP, Deputy Division Chief and IMO, IAM and Privacy Officer, Information Resource Mgmt Division, U.S. Army Inspector General Agency  
[Teresa.L.Tester2.civ@mail.mil](mailto:Teresa.L.Tester2.civ@mail.mil), 703-614-2740, DSN: 224.

Your IGNET Information should be updated when an IG departs your office or arrives, after completing TIGS.

### Step 1

Click on IGNET



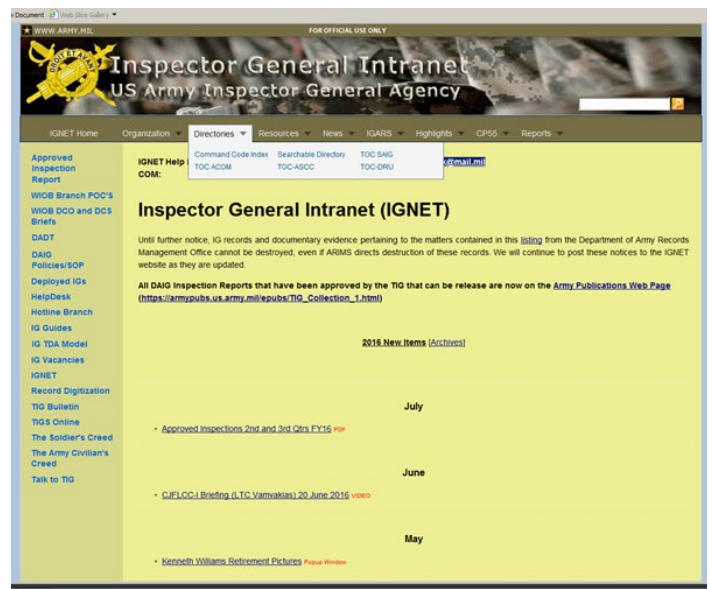
### Step 3

Ctrl + F to search for a Location

COMMAND	NATIONAL GUARD BUREAU
COMMAND CODE	NZ
INSPECTOR GENERAL	VACANT
DPTY INSP GENERAL	COL ANN KRAMARICH
NCOIC	SGM SEAN BAKER
E-MAIL	
E-MAIL	ANN.K.KRAMARICH.MIL@MAIL.MIL
E-MAIL	SEAN.A.BAKER2.MIL@MAIL.MIL
E-MAIL	
MSG ADDRESS	CN GB WASHINGTON DC//N GB-IG//
Phone Numbers	
IG(COM)	(571) 256-7390/7391
IG(DSN)	
TI	
ASST	
Mailing Address	
ATTN: NGB-IG	
	1636 DEFENSE PENTAGON, SUITE 1D163
	WASHINGTON, DC 20310-1636

### Step 2

Click on Directories/Searchable Directory



Two new mobile applications developed by a Soldier provide quick and easy access to more than 500 Army reference materials and a worldwide database of Army Inspector General offices.



#### IG Mobile Apps



To download these apps, search "IG Locator" and "IG Bookshelf" in the iTunes App Store. Not available for Android. For more information, go to:

[https://www.army.mil/article/178632/new\\_apps\\_offer\\_access\\_to\\_worldwide\\_igs](https://www.army.mil/article/178632/new_apps_offer_access_to_worldwide_igs)



## Assistance Division

by Master Sgt. David Eichaker

The National Guard IG website content has been updated. Prior to the update, only the DA 1559 was on the website, leaving Air National Guard members filing out the wrong form.

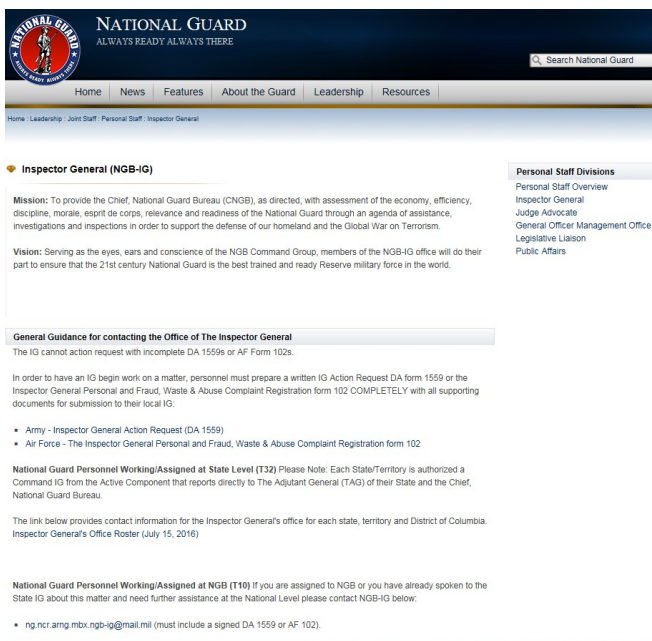
The first major update was uploading AF Form 102, Fraud, Waste, and Abuse complaint form to the website.

The second major update was providing contact information for the 54 state IGs.

A third change is currently underway. We will be adding JFHQ IG inbox addresses for complainants to submit their appropriate forms. Not all states have an IG inbox, but if you have one, please submit it to CW5 Frank Pablo, NGB-IG operations section chief, at [francis.a.pablo.mil@mail.mil](mailto:francis.a.pablo.mil@mail.mil), so it can be added to the roster.

The NGB-IG URL is below.

<http://www.nationalguard.mil/Leadership/Joint-Staff/Personal-Staff/Inspector-General/>



## Investigations

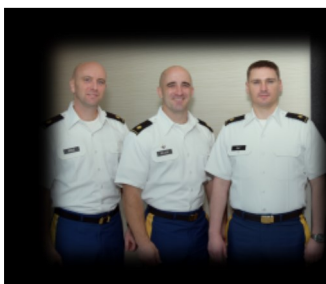
by MAJ Chad Price

As you know, the NGB IG has an investigations division. To your benefit, this investigations team focuses only on investigations. What does this mean to you? I point that out, because there is a chance we have seen what you're encountering several times already since our focus is investigations. In analysis of trends our office noticed more than a handful of complainants alleging a HIPAA rights violation. However, many perceived HIPAA violations are better examined as Privacy Act violations. MAJ Adam Ray took the time to conduct some research on this matter and found lots of information on the topic. The following highlights are for your quick reference:

The Health Insurance Portability and Accountability Act (HIPAA) permits protected health information (PHI) of Armed Forces personnel to be disclosed under special circumstances. Commonly referred to as the Military Command Exception, covered entities such as military treatment facilities may disclose the PHI of Armed Forces personnel to Command authorities for authorized activities. These activities include fitness for duty determinations, fitness to perform a particular assignment, or other activities necessary for the military mission. PHI disclosed to military command authorities, while no longer subject to HIPAA, remains protected under the Privacy Act of 1974.

Similarly Army Directive 2016-07 (Redesign of Personnel Readiness and Medical Deployability) among other things discusses how the "new" DA 3349 (Physical Profile) consolidates profiles, describes the medical conditions and corresponding limitations.

As always, if you have questions please contact us and we will be happy to assist.



NGB IG Investigation team from left to right: Majors Chad Price (division chief), Nathan Wilson and Adam Ray (SFC Danial Monzon not pictured). Through investigations, findings and recommendations, the IG helps protect and strengthen Guard programs and operations. Generally, an investigation is carried out to resolve specific allegations, complaints, or information concerning possible violations of law, regulation, or policy.

## Inspections

by MAJ Misty Aycock

Hello fellow IGs! Since the last newsletter, the NGB-IG Inspection (NGB-IGI) Division has been quite busy. In this newsletter you will find information about our recently conducted inspections, coordinated DAIG efforts, NGB-IG Two Year Inspection Plan, NGB-IGI upcoming inspections, and the FY 2017 First Army USPFO schedule.

### Recent Inspections

NGB-IG recently completed three inspections: ARNG Board Process, Professional Evaluation Process, and Army Voting Assistance Program (AVAP). The ARNG Board Process inspection was a Special Interest Inspection (SII) requested by LTG Kadavy, Director, ARNG (DARNG). This inspection involved the Title 10 (T10) Release from Active Duty (REFRAD) and Senior Service College (SSC) boards, as well as the Title 32 (T32) Active Service Management Boards (ASMB). The two T10 boards were found to be objective and in compliance with regulatory requirements. The ASMB inspection found a wide variance in how States conduct the board. States with the fewest complaints were those who had a majority of board members from outside their States, and States who provided personalized services when reviewing Soldier packets. The NGB-IGI Division briefed LTG Kadavy in July 2016 on our observations and recommendations.

The Professional Evaluation inspection was a follow-up to an inspection conducted in late 2014. The initial inspection determined that there were over 1000 late submissions, some as far back as 2012. Fortunately, the process seems to have improved, as the follow-up inspection revealed that the number of late submissions declined by nearly half from just a year ago, with only 507 late submissions or returns from HRC. The Army Electronic Evaluation System (EES) is working relatively smoothly since its implementation nearly two years ago. As of June 2016, the Air Force no longer uses the Evaluation Management System (EMS). Human Resource is currently drafting an Evaluation Writing Guide to assist with the evaluation process. They have since reverted back to paper and email submissions, but it appears to be working with only minor issues.

In November 2016, the Department of the Army (DA), Inspector General's (IG) Office provided guidance to the National Guard Bureau (NGB) IG for the required annual review of the Army Voting Assistance Program. However, NGB-IGI determined that the ARNG Directorate is adhering to the main tenants of the Army Voter's Assistance Program, specifically in the following areas: 1. Appointing an AVAP point of contact for Arlington Hall Station; 2. Notifying Soldiers and civilians of the AVAP; 3 Making AVAP Materials available; and 4. Rendering assistance to individuals making the request.

### Coordinated Efforts

The Division frequently coordinates efforts with outside entities, specifically the Department of the Army Inspector General (DAIG) Office. NGB-IGI serves as coordinating agents for the SECARMY directed DAIG Inspection of the Army's Civilian Hiring Process (ACHP) and Cyber Security program. The purpose of ACHP inspection was to determine if equitable, efficient, and well-understood processes and procedures are in place that conform to federal law and Department of Defense and Army Policies. The purpose of the Cyber Security inspection was to discuss and inspect some of the challenges in the Army associated with cyber defense and readiness.

Two additional inspections that we are coordinating with DAIG are Personnel Readiness Reporting and Command Maintenance Discipline Program (CMDP). Personnel Readiness Reporting assesses the impact of non-deployable Soldiers at the Senior Commander (DIV CDR) level and assesses units' implementation of the new personnel readiness reporting policy. The SECARMY also directed DAIG to conduct an inspection of the Army's Command Maintenance Discipline Program (CMDP), looking at the Total force in an effort to assess the understanding, implementation, and execution of the Army's Command Maintenance Discipline Program (CMDP). If your State is selected for either inspection, we will reach out to your team.

## Inspections

by MAJ Misty Aycock

### Two Year Plan

On another note, the approved NGB-IGI inspection topics for FY 2017 include: ARNG Student Loan Repayment Program, Suspension of Favorable Personnel (Flagging) Actions, NGB Conference policy adherence (follow-up), NGB Suicide Prevention, and Timeliness of ARNG 1LT Promotions. FY 2018 inspection topics include: ARNG Leadership Development, ARNG T32 Senior Service College Boards, Bonus & Incentives Program (follow-up), ARNG & Joint Staff Contracting Process (follow-up).

The graphic below depicts NGB IG, DAIG, First Army USPFO, intelligence oversight and other inspections of interest all in one place.

**Current NGB-IG Inspection:** ARNG Student Loan Repayment Program (SLRP)

**Next NGB-IG Inspection:** Suspension of Favorable Personnel (Flagging) Actions (follow-up)

### FY 2017 USPFO Inspections:

2<sup>nd</sup> Quarter: GU 9-13 JAN, GA 30 JUN-3 FEB, FL 6-10 FEB, MS 27 FEB-3 MAR, IA 6-10 MAR, DC 27-31 MAR

3<sup>rd</sup> Quarter: NY 17-20 APR, TX 24-28 APR, ME 8-12 MAY, NJ 5-9 JUN, MO 12-16 JUN



## INSPECTOR GENERAL FY 2017



Program Area / Function	OCT 2016	NOV 2016	DEC 2016	JAN 2017	FEB 2017	MAR 2017	APR 2017	MAY 2017	JUN 2017	JUL 2017	AUG 2017	SEP 2017
CNGB Directed Inspection(s)	"Special Interest Item (SII)" - As Directed by CNGB											
ARNG Student Loan Repayment Program	Prep/Inspect	Inspect	Report									
Suspension of Favorable Personnel Actions (FY16)		Prep/Inspect	Inspect	Report	Report							
NGB Suicide Prevention <sup>1</sup>			Prep	Prep/Inspect	Inspect	Inspect	Report					
NGB Conference Policy Adherence							Prep	Inspect	Report			
ARNG 1LT Promotion (Timely)									Prep	Inspect	Inspect	Report
NGB Intel Oversight	CO & WY			CA, GU, HI & NV			AZ, ID, NM & MT			AK, OR, UT & WA		
USPFO (First ARMY IG)	OR & TN	None	HI & PR	GU & GA	FL & MS	IA & DC	NY & TX	ME	NJ & MO	CA & AL	NB	None
CMD Maintenance Discipline Program	NC & PA	PA	GA	GA & TX								
USASOC (19 <sup>th</sup> & 20 <sup>th</sup> SF Groups)	NG units Oct 2016 – TBD											
DAIG Personnel Readiness							Postponed until FY17 3 QTR (SME x 1)					
DAIG Suicide Prevention				Jan 2017 – Jun 2017 (SME x 2)								
Multiple Screening Requirements	FY17 and FY18											

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<sup>1</sup>"NGB" indicates all three directorates: Army Air, Joint

First Army IG

Non-NG IGs

NGB IO

<sup>1</sup>Coordinated w/ non-NG IGs

This document contains information that is EXEMPT FROM MANDATORY DISCLOSURE under the FOIA.

As of: December 22, 2016

## Florida

The Florida Army National Guard's 3rd Battalion, 20th Special Forces Group conducts helocast and hoist operations at Camp Blanding Joint Training Center. This operation is one of many conducted



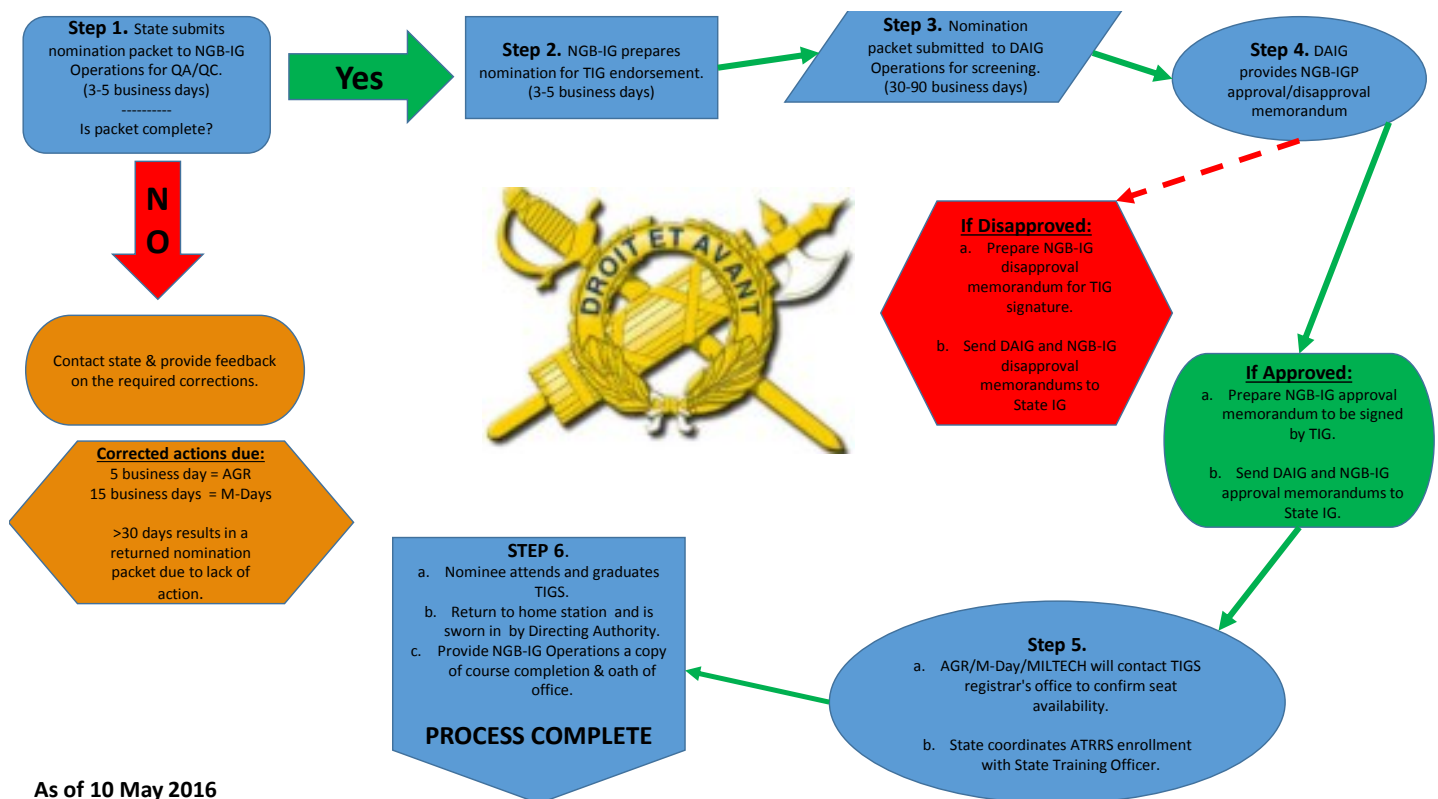
## Ops and Support

by MSG Brandy Benitt/SFC Jonathan Lipscomb

The Ops and Support Division has been working to streamline processes to best support the states. The NGB IG GKO page <https://gkoportal.ng.mil/ngb/STAFF/D01/B02/S01/SitePages/Home.aspx> now contains several valuable items in the following folders.

- Air Force Command IG OPR Process
- Army Command IG OER Process
- JFHQ IG Retirement Information
- Nomination packet

The following diagram explains the NGB process in coordinating Army IG screening. Currently, there is no screening requirement for Air Force IGs. While some of the feedback may seem unnecessary or trivial, the condition of an officer's record is an indication of attention to detail.



## Ops and Support

Greetings and Happy Holidays from the Operation Division IG Team.

Helpful TDY Tips and Things to Remember

App G: Quick Reference Tables for Reimbursable and Non-Reimbursable Expenses, Joint Force Travel Regulation, Appendix G 11/01/16 G-3

### B. Non-Reimbursable Official Travel Expenses

- ATM use
- Baggage check-in fee, curbside
- Communication services
- Laundry/dry cleaning expenses
- Medical fees
- Mission related expenses
- Passport fees for an acquired dependent
- Personal expenses
- Phone calls, official
- Potable water and ice
- Prepaid phone cards/cell phones
- Registered traveler membership fee
- Insurance, personal accident
- Insurance, rental car (U.S./non-foreign OCONUS location)
- Rental car damage ICW non-official business
- Rental equipment purchase
- Tips aboard commercial ships
- Tips, baggage handling
- Tips for handling Gov't property
- Tips ICW Courtesy Transportation (e.g., hotel, park and ride or airport shuttles)

### U.S. Army Inspector Generals Course for FY 17 & 18

Class No.	Start	Finish	Closed	Seats
17-02	Jan 23	Feb 10	Jan 9	64
17-03	Feb 27	March 17	Feb 13	64
17-04	May 1	May 19	April 17	64
17-05	June 5	June 23	May 22	64
17-06	July 10	July 28	June 26	64
17-07	Aug 7	Aug 25	Jul 24	64
17-08	Sept 11	Sept 17	Aug 28	64
18-01	Nov 27	Dec 16	Nov 17	64

### U.S. Army Inspector General Advanced Course Schedule for FY17 & 18

Class No.	Start	Finish	Closed	Seats
A-17-03	Apr 3	Apr 7	Civ—Feb 28 Mil—Mar 20	50
A-18-01	Oct 16	Oct 20	Civ—Aug 31 Mil—Sept 29	50
A-18-01	Oct 30	Nov 3	Civ—Sept 15 Mil—Oct 16	50

### Official Travel Helpful Websites:

<http://www.defensetravel.dod.mil/site/travelreg.cfm>

Underneath Quick Links and Resources, they will select Joint Travel Regulations (JTR) Chapters 1-10 and Appendices.

- This will bring up the most up-to-date version of the JFTR
- The JTR is revised and updated on the first of every month

For a breakdown of the monthly changes, underneath TRAVEL REGULATION NOTICES, there is an option for monthly changes (2008 - present).

<http://www.defensetravel.dod.mil/site/training.cfm> is a great resource for all levels to use for trainings and how-to's.

Underneath the "Training Resources Lookup Tool", I always leave the criteria blank so that I am able to view all training resources.

The trainings range from "How to create and Authorization/Order" all the way to guides to be used for AO/ODTA/LDTA/RAs.

[www.defensetravel.dod.mil/passport](http://www.defensetravel.dod.mil/passport) also known as TRAX is another resource to use for trainings. These are going to be the best 3 tools for your members to better service themselves.

Additional resources:

GTC/Citibank: 1-866-670-6462

DTS/DTMO Helpdesk: 1-888-435-7146

CTO/Sato Travel: 1-800-756-6111 / AFTER HOURS 1-800-383-6732



## Intelligence Oversight

By CPT Waylon Bailey

New DoD Intelligence Oversight Policy Implementation by 1 March 2017:

DoD Manual 5240.01 Procedures Governing the Conduct of DoD Intelligence Activities, which incorporates and cancels part of the DoD 5240 1-R, was signed on 08 August 2016, and is published on the DoD issuances website <http://www.dtic.mil/whs/directives/corres/pdf/524001m.pdf>. This new DoD Manual provides updates to Procedures 1-10 while the remaining Procedures 11-15 will be updated in future publications. Thus, Procedures 11-15 are still in effect via an updated DoD 5240.1-R, dated 08 August 2016, which strikes out (in red) Procedures 1-10 and retains Procedures 11-15 until a revised DoDD 5240.01 and DoDI 5148.11 are published. The DoD 5240.1-R, Change 1, 8 Aug 16 is also published on the DoD issuances website at the following link <http://www.dtic.mil/whs/directives/corres/pdf/524001r.pdf>.

What does this mean for the National Guard? If you have an Intelligence Oversight (IO) inspection on the horizon, you'll need to review the changes to DoD Manual 5240.01 and assess your State's implementation of applicable changes impacting your State's IO Program. Some of the major changes to the manual include updated definitions for "collection" and "publicly available information" and new rules for DoD intelligence components regarding retention of U.S. person information (USPI); hosting or participating in shared data repositories; and conducting physical searches. The Army, Air Force and NGB have released interim implementation guidance. We recommend open discussion with your state intelligence representatives on the applicability of the updates to your state's IO Program. Feel free to reach out to the NGB-J2 IO team or ourselves for any assistance.

## U.S. Army Inspector General School

By Mr. Stephen Rusiecki (GS-15)

Fellow IGs:

The new IGARS Handbook (dated August 2016) is now available on the TIGS website at the above listed hyperlink. This massive 253-page reference document is the product of a year's worth of effort by LTC Gary Duff, the Assistance instructor, and Mr. Joel Smith, formerly of DAIG's Assistance Division. This comprehensive handbook covers all possible entries into IGARS using easy-to-follow instructions accompanied by scores of screenshots. We began using the handbook here at TIGS last month. Please disseminate its location widely within your IG staff sections. We welcome any and all comments that will help us improve this important document. Please direct all of your feedback to LTC Duff at [gary.a.duff6.mil@mail.mil](mailto:gary.a.duff6.mil@mail.mil).

I would also like to put in another plug for TIGS's eJournal, which is located on the TIGS website at [http://tigs-online.ignet.army.mil/tigu\\_online/eJournal.htm](http://tigs-online.ignet.army.mil/tigu_online/eJournal.htm).

We have several articles posted there now for your perusal and comment. Each category displays a hyperlink that allows you to send comments about the articles directly to the authors. We also welcome articles from the field and will gladly publish them in the journal as appropriate.

Stephen M. Rusiecki (GS-15)  
Dean of Academics / Deputy Commandant  
U.S. Army Inspector General School  
Fort Belvoir, Virginia 22060

[http://tigs-online.ignet.army.mil/tigu\\_online/Guides\\_Ref/IGARS%20Handbook.pdf](http://tigs-online.ignet.army.mil/tigu_online/Guides_Ref/IGARS%20Handbook.pdf)

## New York

Spc. Lamine Traore, from the New York Army National Guard's Battery B, 1st Battalion, 258th Field Artillery, attaches the last sensor for the Multiple Integrated Laser Engagement System to an armored tactical at Fort Polk, La., July 11, 2016. (Army National Guard photo by Sgt. Michael Davis/released)



## SAF IG Office

Excerpted from the SAF IG newsletter

### **NEW VERSION OF INSPECTOR GENERAL GUIDE FOR INVESTIGATING OFFICERS**

by Maj Patricia Thompson, AF/JAA

The new version of the Inspector General Guide for Investigating Officers (IG Guide for IOs), June 2016, supersedes the previous version dated February 2012, and is now available. One of the key changes to the new version includes the removal of Improper Mental Health Evaluation (IMHE) referrals for investigation; IMHE is referred to command for appropriate action unless the IMHE is based on reprisal. In addition, citations to standards have changed, including updated references to AFI 90-301, Inspector General Complaints Resolution. The new version was published on 27 August 2015. This version contains Attachment 1, Glossary of References and Supporting Information; however, Attachments 2-32 that were contained in the previous version are now located in a separate publication, Air Force Complaints Resolution Program Supplemental Guide (AFCRPSG), dated 18

Apr 16, along with new attachments. The newly released IG Guide for IOs and the AFCRPSG can be found at the following website:

[https://intelshare.intelink.gov/sites/afjaa/IG/\\_layouts/15/start.aspx#/default.aspx](https://intelshare.intelink.gov/sites/afjaa/IG/_layouts/15/start.aspx#/default.aspx) AND

[https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?](https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentType=EDITORIAL&contentId=cA1FBF31D2377130901239A196DB4034A)

[contentType=EDITORIAL&contentId=cA1FBF31D2377130901239A196DB4034A](https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentType=EDITORIAL&contentId=cA1FBF31D2377130901239A196DB4034A)

POC: Maj Patty Thompson, commercial: (202) 404-5374 or DSN: 754-5374,

[patricia.l.thompson94.mil@mail.mil](mailto:patricia.l.thompson94.mil@mail.mil)



#### **COMPLAINT CLARIFICATION INTERVIEWS:**

A complaint clarification interview is required by AFI 90-301 paragraph 3.8.1. This interview must be conducted in the case file before DODIG/WRI will approve the case recommendation. The clarification interview may be conducted either in person or by phone. Recording and transcribing the interview is not required. A memorandum stating when the interview occurred,

the medium by which it was conducted, and a general synopsis of the condense of the discussion will suffice. The interview should focus on the element of reprisal and why the complainant feels the RMOs maybe have reprisal against him or her. Refer to the DoD Guide for Investigating Military Whistleblower Reprisal and Restriction complaints for the elements of reprisal.

**COMMANDER'S AUTHORITY:** Recent cases have annotated that personnel actions are not unfavorable because taking the action is 'within the scope of the commander's authority.' Do not confuse having the authority to take an action as evidence that the action is not an unfavorable personnel action. The commander may be authorized to take an action, but the action can still be taken as reprisal.

In short, acting within one authority does not preclude being motivated by reprisal. Likewise, although a commander may take an action that is within his or her authority, he or she maybe have abused that authority given the specific conditions within which the action was taken.

**Tip 1:** Please do not close DoD Hotline ACTION Referrals. Send the case back to SAF/IGQ and we will close the case upon concurrence by DoD Hotline.

**Tip 2:** Currently, AFI 90-301 states that you can close a case that is referred to OSI. However, if the case is a DoD Hotline ACTION Referral then it must still be closed by SAF/IGQ as mentioned above.

**Tip 3:** DoD Hotline INFO Referrals can be closed out at MAJCOM/Unit levels. Please send SAF/IGQ a notify via ACTS once an inquiry/review of the referral is completed.

**Tip 4:** Ensure that you address all the areas of the HCR and the HCR is in compliance with DoD requirements.

**Tip 5:** Complaint Clarification Interviews are required on all complaints unless the case is closed out as an ASSIST.

## SAF IGQ Newsletter

The FY17 SAF/IGQ training schedule is finalized! Once again, SAF/IGQ will offer six, one-week training courses, with training conducted at the National Conference Center in Lansdowne, VA. Additionally, circle your calendars for the 2017 SAF/IG Worldwide Conference, which will be held 9-11 May 2017, also at the National Conference Center. Registration messages will be sent to the field asking for nominations for all courses, as well as the Worldwide conference.

The 2017 IGTC dates are listed below:

- IGTC 17A: 24-28 October 2016
- IGTC 17B: 23-27 January 2017
- IGTC 17C: 20-24 March 2017
- IGTC 17D: 12-16 June 2017
- IGTC 17E: 17-21 July 2017
- IGTC 17F: 21-25 August 2017

Worldwide Training Conference:

- 9-11 May 2017

Please contact your MAJCOM POC to sign up or email me at [nolan.r.corpuz.mil@mail.mil](mailto:nolan.r.corpuz.mil@mail.mil). Additionally, DoD IG Whistle-blower Reprisal Investigations periodically offers a 3 1/2 half day investigating officer course at the Mark Center in Alexandria, as well as various locations around the CONUS and overseas.

Please contact Mr. Rich Leatherman at [richard.leatherman@dodig.mil](mailto:richard.leatherman@dodig.mil) for a schedule and registration instructions.

Finally, if you're assigned to a Joint Command, you may consider signing up for one of DoD IG's three-week Joint IG courses offered in FY17.

The tentative dates are below:

- Oct-Nov 2016
- Feb-Mar 2017
- May 2017
- August 2017

Please contact Mr. Will Thomas at [Wilfred.thomas@dodig.mil](mailto:Wilfred.thomas@dodig.mil) if you'd like to attend.

### IGs in the Field



The NGB-IG office needs images of your National Guard IG teams in the field. The intent is to feature Army and Air Guard members from the IG community performing their duties in the IG Observation quarterly newsletter. You can

enlist the assistance of your local public affairs if needed. Remember OPSEC\COMMSEC when taking photographs. Email photographs directly to [david.e.eichaker.mil@mail.mil](mailto:david.e.eichaker.mil@mail.mil)



Retired MG Timohty J. Wojtecki, special assistant to the Director, Army National Guard, gave opening remarks to ARNG directors before MAJ Nathan Wilson and MSG Kennia Alvarez-Rosa take the Army Inspector General Oath of Office from COL Kris Kramarich, the National Guard Bureau's Acting Inspector General in a ceremony at the Army National Guard Readiness Center in Arlington, Va., July 28. MAJ Wilson is assigned to the Investigations division and MSG Alvarez-Rosa is assigned to the Intelligence Oversight division. (Air National Guard photo by Master Sgt. David Eichaker/released)



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