



# “Q” Town Crier

SAF/IG website  
(www.ig.hq.af.mil) for the  
FY02 IIGTC schedule.

## INVESTIGATING OFFICER COURSE (IOC)

The 60 AW, Travis AFB CA, is hosting an upcoming IOC 16 - 18 Oct 01. Lt Col Mark Dructor, 60 AW/IG, is the POC, DSN 837-2224. This is a **fantastic opportunity** for AMC IGs to identify and train future IOs. Please work with your leadership to identify candidates and call Mark to reserve class slots. *The 50 slots will fill quickly.* Expect more details to follow approx 60 days prior to class start date.

### CASE CRITQUES

SMSgt Tom Price, AMC/IGQ, offers the following feedback from recent AMC IG case reviews.

\* For Reprisal and Mental Health Referral cases, we need **three copies** of the case (1 for AMC/IGQ and 2 for SAF/IGQ) and the ROI on disk for redacting purposes.

\* On O-6 cases where allegations are substantiated, we need **two copies** (1 for AMC/IGQ and 1 for SAF/IGQ) and the ROI on disk for redacting purposes.

\* Case file must include letters to subject's commander in Tab F (initial and final) and letters to complainant in Tab G (acknowledgement, interim, and final). This requirement becomes more difficult as the case drags on and once a

### ... Words From IGQ

Col (s) Tom Stark

On 20 July, AMC's SAF/IGQ rep, Maj Ron Grove, departed Washington for ACSC, Maxwell AFB AL. We owe a big thanks to Ron for the great liaison work he provided to SAF/IG, AMC, and DoD IG. Ron delivered superb expertise and timely assistance. Ron—best wishes to you and your family as you transition to the deep South and ISS.

AMC's new SAF liaison is Lt Col Sam Griffin. Sam comes to SAF/IGQ from the DoD Audit Agency—he's a contracting officer by trade. Sam—good luck with your new duties. We look forward to working with you.

Also, Lt Col Alex Peat signed in to Scott AFB as the new USTRANSCOM/IG.

### INSTALLATION IG TRAINING COURSE (IIGTC)

The last IIGTC class for FYO1 is as follows:

11 – 15 Sep 01 (All 4 AMC slots are now filled—new 305 AMW, 92 ARW, and 43AW IGs. The 4th slot is tentatively assigned to the 89 AW).

Please forward your IIGTC candidates to AMC/IGQ. Newly assigned IGs will have priority. See the

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### Inside this Issue

- Pg 1
- Words From IGQ
  - IIGTC Update
  - IOC Update
  - Case Critiques

- Pg 2
- AMC Installation IG Conference
  - SAF/IGQ Complaint Policy Clarification
  - Working With Guard and Reserve

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SMSgt Tom Price, 779-0501  
AMC JA POC

AMC FOIA POC  
Mrs Glenda Allen, 779-5404  
AMC Privacy Act POC  
Mr Phil Clavton, 779-5402

subject departs the installation on a PCS. In this case, the notification has to be made to the subject's new commander.

\* When allegations are not substantiated, do not provide a copy of the ROI to the subject's commander during the notification process—this helps safeguard the overall confidentiality of the complaint resolution process.

\* When providing a copy of the ROI to the commander during case closure notification, ensure the ROI is returned.

\* As a reminder for reprisal, improper mental health referral, or O-6 cases, your installation IG case/ROI will come under close scrutiny from AMC/IGQ, AMC/JA, SAF/IGQ, and DoD IG.

Within the past year, we've returned several cases and complaint analysis to installation IGs for re-work due to the fact that the report or analysis was administratively, investigatively or legally insufficient. Please follow AFI 90-301 when working cases. As an IG, it's our responsibility to work with IOs to ensure they conduct their investigation within the AFI requirements. In most cases, a properly conducted complaint analysis would have kept the case on track and eliminated the need for a re-work. We understand the implications of asking for a re-work, but that's our job. Our goal is to send a quality product to SAF and DoD and to not have a case returned to

AMC for re-work at the installation level.

To help realize this goal and to help minimize our sending cases back to you for re-work, I encourage IGs to work closely with legal, other IGs, and/or our office. If you have any questions concerning framing allegations or conducting a complaint analysis, please pick up the phone or send a fax. For more info on legal reviews and returning reports for re-work, see AFI 90-301, para 2.55 and 2.56.

#### **AMC INSTALLATION IG CONFERENCE**

AMC/IGQ will host an Installation IGQ Conference the week of 22 Oct at Scott. Similar to our conference in Jul 00, we plan to cover topics such as reprisal, ROI, 14-step complaint resolution process, and have an Open Forum to discuss issues, concerns, and lessons learned. Additionally, SAF/IGQ and AMC/JA will give their perspectives.

All AMC Installation IGs are invited. Other IGQ staff members that the unit deems appropriate are also welcome. The conference will be unit funded. Proposed itinerary:

22 Oct – Travel & Evening Ice Breaker

23 Oct – Briefings

24 Oct – Briefings, Open Forum & Wrap Up (1600 hrs)

Conference dates will not firm up for several weeks. We may have to shift the dates by a day to deconflict with another planned AMC IG

conference, but we're definitely targeting the week of Oct 22. Please mark your calendar.

#### **SAF/IGQ COMPLAINT POLICY CLARIFICATION**

Attached is a reprisal complaint policy clarification issued by Col Jim Worth, SAF/IGQ. His letter speaks to concerns raised at the Mar 2001 Worldwide Training Conference. It's important reading—the guidance will help IGs deal with the complexities of reprisal complaints.

#### **WORKING WITH THE GUARD AND RESERVE**

At Scott, we have multiple IGs. We have the 375 AW/IG, HQ AMC/IG, and USTRANSCOM/IG. Moreover, we have the 126 ARW, IL ANG, on base with an IG. At times, it gets a little confusing for the base population and the different IGs. As the HQ IGQ, it's not unusual for us to get calls from wing and ANG personnel. Our goal is to be polite, try and make a quick assist if possible, and then, if needed to transfer the complaint into the proper IG channels.

If you have a variety of tenant units and Air Reserve Component personnel on base, remember that all base members have the right to address their complaints to the full-time Installation IG. Our job is to address the concerns of all complainants. Get to know your counterpart IGs and stay customer focused.