



# “Q” Town Crier

## ... Words From IGQ

Col (s) Tom Stark

The transition at HQ AMC/IGQ continues with SMSgt (s) Reggie Harwell departing for a remote tour with the 85 MSS, Keflavik, Iceland in mid-July. We'll miss Reg—he's provided great computer expertise and leadership to our division.

Capt Heather Meyer is a new addition to the IGQ staff. She comes to the IG from section CC duty with the 92 AGS, Fairchild AFB. Her background makes her an ideal addition to the “Q.”

IG transition continues throughout the command with several seasoned IGs transitioning to civilian life. We need to thank Cols William Schell, 437 AW, James Kingsley, 43 AW, Dennis Bell, 92 ARW, Steve Root, 62 AW, Greg Frank, 22 ARW, and Horst Winkler, 89 AW for their superb IG service and wish them the very best as they depart the Air Force.

Additionally, Lt Col Stan Cooper, former AMC/IGQ and current USTRANSCOM/IG, and CMSgt Charles Keith, DCS/IG, are retiring. Best wishes to these gentlemen as they transition.

With departures comes the opportunity to welcome the following new IGs: Col Joe Brozena, 62 AW; Lt Cols Mark Wetzel, 22 ARW, Johnny Payne, 89 AW, and Mark Hasara, 92 ARW; and Maj Daren Baker, 437 AW. We also need to welcome the new DCS IG, Capt Tory Gaulke.

To all new IGs—good luck with your new duties and don't hesitate to call other AMC IGs or the AMC/IGQ staff with questions. When you're dealing with a tough IG issue, chances are that another IG has faced a similar challenge. In our business, it's common practice and best to get with others to share recommendations.

## INSTALLATION IG TRAINING COURSE (IIGTC)

The last IIGTC class for FY01 is as follows:

11 – 15 Sep 01 (4 AMC slots, with 2 filled as of June—new 305 AMW and 92 ARW IGs)

Please forward your IIGTC candidates to AMC/IGQ soonest to ensure attendance. New IGs have priority.

SAF/IGQ has published the FY02 calendar with 9 class dates. Location is not finalized, but SAF's preferred location remains at Xerox Documents Univ., Leesburg VA. The IIGTC class size has been reduced to approx 36 students with the emphasis being placed on an integrated case study. Student prep will include pre-work (reading case complaint, Chap 2 of AFI 90-301, and sample

June 2001

### Inside this Issue

Pg 1 - Words From IGQ  
- IIGTC Update

Pg 2 - IOC Update  
- 90-301 Rewrite  
- Case Critiques

- REMINDER:  
AMC ACTS datacall  
suspense is 9 Jul

HQ AMC/IGQ  
510 POW-MIA Drive  
Scott AFB IL 62225-5020

DSN 779-0446  
Comm (618) 229-0446  
FAX 779-0238  
Email: [thomas.stark@scott.af.mil](mailto:thomas.stark@scott.af.mil)  
or [amc.igq@scott.af.mil](mailto:amc.igq@scott.af.mil)

SAF/IG AMC POC  
Maj Ron Grove, 425-1552  
AMC IGQ Staff  
Lt Col Tom Stark, 779-0446  
Lt Col Terry Dove, 779-0504  
Capt Heather Meyer, 779-0502  
SMSgt Tom Price, 779-0501  
AMC JA POC  
Maj Julia Eckart, 779-3869  
AMC FOIA POC  
Mrs Glenda Allen, 779-5404  
AMC Privacy Act POC  
Mr Phil Clayton, 779-5402

chronology). Students need to be familiar with the complaint and turn in a chronology the morning of Day 1. Please work with your attendees to ensure they arrive at class prepared. See the SAF/IG website for the FY02 class schedule.

#### **INVESTIGATING OFFICER COURSE (IOC)**

The 60 AW, Travis AFB, CA, will host an upcoming IOC 16 - 18 Oct 01. Lt Col Mark Druator, 60 AW/IG, is the POC. This is a **fantastic opportunity** for AMC IGs to identify and train future IOs. AMC/IGs should work directly with Mark **NOW** to reserve class slots. *The 50 slots will fill quickly—please work with your senior leadership to identify candidates.* Check SAF/IGQ's website ([www.ig.hq.af.mil](http://www.ig.hq.af.mil)) for info concerning upcoming IOC opportunities.

Remind your CCs that it's well worth the investment—trained IOs can work commander-directed investigations (CDIs) as well as IG investigations. Having a trained IO on the shelf ready to go is the best thing senior leadership can do to ensure complaint resolution effectiveness and readiness.

#### **AFI 90-301 REWRITE**

SAF/IGQ is committed to maintaining coherent, stable, and consistent complaint policy. To reach this goal, SAF/IG announced a base line review of 90-301.

Over the next months, SAF/IG will develop an updated AFI with MAJCOM inputs. Please begin your support of this effort by identifying 90-301 issues and inputs. The AMC policy representative will be Capt Heather Meyer—please forward your issues/inputs to her. We'll pass a firm suspense once we get a timeline from SAF/IGQ—but SAF/IG's milestone is to have a first draft available for comment NLT March 2002.

As you work through the input and review process please consider three overarching general standards: qualifications (professional competency), independence, and due professional diligence. The SAF demands that IG conduct and practice is thorough, legally sufficient, appropriate, impartial, objective, and timely. This is a top priority—please give it your time and attention.

#### **CASE CRITQUES**

SMSgt Tom Price put together the following from recent AMC IG case reviews. It's important to apply lessons learned from recent cases to enhance AMC's complaint resolution process.

When filing a complaint, IGs need to frame allegations IAW 90-301, para 1.45, table 1.2, step 4. IGs will need to assist the complainant—don't hesitate to work with legal to properly frame allegations before you initiate a complaint analysis.

This effort is not the job of the IO—this needs to be complete and tight before your launch off into the formal investigation. A properly framed allegation states who did what to whom in violation of what, when. A good analysis and properly framed allegations will provide a road map for the IO and outline the scope of the investigation.

When doing a complaint analysis, if you determine that an investigation is not warranted, use the term "dismissed" vice "not substantiated" or "unsubstantiated."

Although the AFI doesn't specifically address this, include the complaint analysis in Sec I, Tab K of a case file (per SAF/IGQ).

Final topic is Hand-Off Documentation. 90-301, para 2.41 outlines hand-off guidance—make sure IOs document subject hand-offs within the ROI. Subject hand-offs are not optional. For witness hand-offs, document within the ROI and at the end of the testimonies. SAF/IGQ suggests mentioning the hand-off in the Background portion of the ROI (Sec II, Tab B).

Purge your ACTS database annually—this info is subject to FOIA if you don't. IG files/cases should be kept for two years. FOIA cases are kept for six years.

Wishing you all a great July 4<sup>th</sup> Holiday! Be safe!