



May 2002

**Inside this Issue**

- Pg 1**
  - Words From IGQ
  - SAF/IG Worldwide
  - IO/IIGTC
  
- Pg 2**
  - ACTS Data
  - FOIA Tips
  - Chain of Command
  - JAG & OSI
  - Policy Letter
  - IGQ Conference Forum Highlights

# “Q” Town Crier

## ... Words From IGQ

*Lt Col Terry Dove*

In April, AMC/IGQ welcomed Mr. Keith “Radar” Russell to the command as a GS11 complaints specialist. Recently, Radar retired from active duty and he brings a wealth of experience and knowledge (MSS/CC, SAF/IGQ) to the IG business. We’re thrilled to have him on board. Radar—we wish you the best of luck!

### SAF/IG WORLDWIDE

I want to thank everyone who attended the recent SAF/IGQ Worldwide Training Conference. AMC was well represented with reps from most of our installations. Several “eye opening” programs/issues were covered. I want to take a moment and highlight a couple.

The “IO Toolkit” was an initiative that has been in the making for several months and just came to fruition about the time of the conference. This product is virtually a “one-stop shopping” product for IOs to use when appointed to conduct an investigation. I encourage each of you to become familiar with it since you will be responsible for introducing it to your IO. However, this Toolkit does not take the place of your

responsibility to train and work closely with the IO from start to finish.

The electronic ROI was another impressive and high-tech item that was introduced and received high acclaim during the conference. It was presented during the group session facilitated by Col Wilfred Merkel (AETC/IGS).

As our government continues to move towards a “paperless environment” we will have no choice but to conform; particularly as we conduct the administrative aspects of our business. The electronic ROI is undoubtedly a tool that can be used to help get us there.

Our office is in the process of collecting the required information in order to purchase the necessary equipment to make this a reality in AMC/IGQ. We encourage those offices that are interested in obtaining this “cutting-edge” technology to contact Col Merkel at DSN 487-2175.

### INVESTIGATING OFFICER AND INSTALLATION IG TRAINING COURSES (IIGTC)

The next Investigating Officer Course (IOC) is scheduled for 4-6 Jun 02 at Lambert Field, St Louis MO.

The next IIGTC course is scheduled for 15-19 Jul 02. Now is the time to start the process of considering nominees and firming then up with our office. For the remainder of the CY 02, SAF’s tentative IIGTC

HQ AMC/IGQ, Suite 5400  
**SAF/IG AMC POC**  
 Lt Col Sam Griffin, 425-1552  
 Capt Robb Reynolds, 425-1557  
**AMC IG**  
 Col Thomas E. Stickford, 779-0443  
**AMC IGD**  
 Col Vic Vaccaro, 779-0443  
**AMC IGQ Staff**  
 Col Tom Stark, 779-0446  
 Lt Col Terry Dove, 779-0504  
 Capt Heather Meyer, 779-0503  
 Mr Keith Russell, 779-0501  
**AMC IG Web Site**  
<https://amc.scott.af.mil/ig/html/index.htm>  
**AMC JA POC**  
 Maj Kevin Greenfield, 779-0023  
**AMC FOIA POC**  
 Mrs Glenda Allen, 779-5404  
**AMC Privacy Act POC**  
 Mr Phil Clayton, 779-5402

schedule includes classes 5-9 Aug, 9-13 Sep, 21-25 Oct and 2-6 Dec 02.

Forward your IIGTC nominees to Capt Meyer at heather.meyer@scott.af.mil AMC/IGQ. Units can work their own IOC nominees with the SAF website listed host unit POC. See SAF/IG's website (www.ig.hq.af.mil) for the complete list of SAF/IG training events.

### **ACTS DATA**

As most of you are aware, AMC averages did not fair too well for closing Cat I and II investigations in 2001. We are now leaning forward in becoming more proactive in the complaints resolution process for 2002.

Currently, we are requiring each installation to provide ACTS Data on a quarterly basis. This will give us a quick snap shot of where we stand statistically. Additionally, we are tasking IGs that open or have closed an investigation to notify us; as well as provide monthly updates until the case is closed.

As the installation IG, your responsibilities include IO oversight as well as timely yet thorough case management. Conducting and completing a quality investigation is a cooperative process between both the IO and IG.

It will take the collective efforts of everyone to get our averages within the goals of the TIG. This can only be

accomplished if we all move forward with more aggressive steps in monitoring the days an investigation is open and be more proactive. I am confident AMC will show a marked improvement in 2002.

### **FOIA TIPS**

When writing IG documents (ROIs, RCAs, etc) avoid using proper names; rather use the Subject 1, 2; Witness 1,2; Complainant. Doing this saves us (here at the MAJCOM) a lot of time when we are required to redact documents. Please see the attached example.

### **USE THE CHAIN OF COMMAND FIRST**

One of the roles of the Installation IG is to educate and train commanders and members on their rights and responsibilities in regard to the AF IG system.

While you are out and about conducting your briefings at various base activities (Newcomers Orientation, FTAC, etc) encourage everyone that command issues are best handled and resolved quicker at the lowest level. Promoting the use of the chain of command vice filing congressionals, DoD Hotlines, etc., will hopefully help speed up the process and keep command matters at the level they will most likely be end up and get resolved. And of course if all else fails, members need to know their base IG is always there to step in.

### **DON'T FORGET YOUR LOCAL JAG AND OSI**

Recently we received a complaint that appeared to be of a criminal nature. Our first step of course was to get clarification then consult with our local JAG. Subsequently we brought our OSI into the picture and it was determined that it was a matter more appropriate for their channels.

### **POLICY CLARIFICATION**

SAF/IGQ recently published the attached letter covering Intelligence Oversight. I highly encourage everyone to read it and become familiar with its contents. Primarily, the letter addresses how to handle a complaint involving improper activities by an intelligence organization.

### **2002 HQ AMC IGQ Training Conference**

We have tentatively set the week of 29 Oct 02 for our annual conference. We ask that you mark your calendars now for planning purposes in order for us to achieve maximum attendance this year. Please begin thinking about topics you would like to have covered. We plan to query the field for inputs in the near future.

Thanks for all you do!