



**December 2001**

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HQ AMC/IG, Suite 5400

#### SAF/IG AMC POC

Lt Col Sam Griffin, 425-1552  
Capt Robb Reynolds, 425-1557

#### AMC IG

Vacant

#### AMC IGD

Col Vic Vaccaro, 779-0443

#### AMC IGQ Staff

Col Tom Stark, 779-0446  
Lt Col Terry Dove, 779-0504  
Capt Heather Meyer, 779-0502  
SMSgt Tom Price, 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 Clavton, 779-5402

# “Q” Town Crier

## ... Words From IGQ

*Col Tom Stark*

On 19 Nov, BGen (S) Skip Scott, AMC/IG, took command of the 43d AW, Pope AFB NC. On 1 Dec, Col Bill Schless, Deputy AMC/IG, retired from the USAF after 30 years of service.

BGen (S) Scott and Col Schless—big thanks for the outstanding leadership and support you provided. Congratulations and good luck in your new endeavors!

In recent weeks, we welcomed Col Vic Vaccaro, the new Deputy AMC/IG. Col Vaccaro is joining the IG after a support group commander tour at Misawa AB, Japan. He is a recent graduate of SAF's IIGTC. Col Vaccaro—good luck in your new deputy position.

This month we welcome the new 436 AW/IG on board—Lt Col Richard Pues. Best wishes to Lt Col Rob Hall as he pushes off to an embassy post and flying duties in Egypt.

New IGs are encouraged to visit AMC/IGQ following their IIGTC.

## INSTALLATION IG TRAINING COURSE (IIGTC)

The next IIGTC course is scheduled for 14-18 Jan 02.

Priority selection for the 4 AMC slots is as follows: Maj Kevin Greenfield, HQ AMC/JA, Lt Col Richard Pues, 436 AW/IGD, SMSgt Jeffrey Williams, 15 AF/JA, and MSgt Dennis C. Nolf, 43 AW/IG. We're still awaiting SAF notification to work the details for this class.

Tentative selections for the 11-15 Feb 02 IIGTC class are as follows, MSgt Robert Linker, 305 AMW, MSgt Dufner, 319 ARW, Capt Frantz, 89 AW, and Lt Col Robert Dorr, 92 ARW.

For your early CY 02 planning, SAF has scheduled an IIGTC for both 11-15 Mar and 13-17 May.

Additionally, there are two Investigating Officer Courses (IOC) planned for the first half of CY 02. One will be in Charleston WV and the other at Lambert Fld, St. Louis MO.

As always, forward your IIGTC nominees to 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](http://www.ig.hq.af.mil)) for the complete FY02 IIGTC/IOC schedule.

## 2001 SAF & AMC IG AWARDS

SAF/IG has published its CY 2001 IG Awards message (see ALMAJCOM msg dated 161020Z Nov 01).

The John P. Flynn Award is presented to the outstanding complaints and investigations program office

at the installation/wing level. This award is established to encourage esprit de corps and teamwork while promoting fair, thorough, and accurate investigative staff practices. Consideration will be given to IG offices whose performance is both proactive and above and beyond the completion of day-to-day mission requirements.

Per SAF/IG's award message, the award period is the 2001 CY. Package includes an AFF 1206 and wing commander cover letter. The 1206 is bullet format only and both sides may be used. Headings for the 1206 include: Job Performance, Initiative, and Training.

Also, this year we are adding a new AMC level award for our installation enlisted IG staff members—the **AMC Installation IG Inquiries and Complaints Manager of the Year Award**. Package must include an AFF 1206 and wing commander cover letter. The 1206 is bullet format only and both sides may be used. Headings for the 1206 include: Job Performance, Initiative, and Professional Qualities.

Refer to AFI 36-2816 for additional info on the Flynn Award. **SUSPENSE FOR BOTH AWARD PACKAGES IS 15 JAN 02.**

### **HQ AMC POST-SUICIDE INVESTIGATION**

I recently took a call from an installation IG who asked about any required IG

actions following an active duty suicide. Here's what we can tell you.

Several investigations take place whenever an apparent suicide of an active duty member occurs. The OSI conducts the initial investigation, as every suicide is investigated as a homicide until proven otherwise. The AMC/CV appoints an investigating officer to conduct an adjacent review with the intent of gleaning any factors or "lessons learned" which could help suicide awareness or prevention for AMC. This officer is referred to as the Post-Suicide Review Officer (PSRO).

AMC DP and SG manage the AMC PSRO Program.

DP identifies potential PSROs from the current PHOENIX EAGLE Operations or Central Support Squadron Commander List.

SG makes the notifications and coordinates HQ AMC briefings (AFOSI, JA, IG, DP, SG, and HC) for the selected PSRO.

The AMC/IG briefing includes suggestions on interviewing witnesses, handling evidence, and formatting the report of inquiry. HQ AMC/IGQ will provide IG base-level points of contact and serve as liaison as needed.

The AMC/SG will coordinate with the MSS/CC at the suicide location for

PSRO workspace, computer, and telephone support.

I've attached a copy of the HQ AMC OI 44-101, *Post-Suicide Review Officer Procedures*, dated 20 Sep 01, for your review and future reference.

Installation IGs should be familiar with this instruction and be prepared to brief the senior leadership in the event of an active duty suicide.

### **SMOKE-FREE DoD FACILITIES**

IGs can find guidance on smoke-free facility procedures in DoDI 1010, *Smoke-Free DoD Facilities*, dated 2 Jan 01.

IAW the DoDI, the USAF should designate "outdoor smoke areas," when possible, which are reasonably accessible to employees and provide a measure of protection from the elements. "Secondhand" smoke shall be reduced to the lowest possible concentrations. Smoke-break areas only should be outdoors and away from points of ingress and/or egress into and/or out of the facility and not in front of building air intake ducts.

### **O-6 CDI CASE FILES**

Should an IG keep an O-6 CDI case file?

IAW AFI 90-301, para 1.38.1, "CDI records (other than those forwarded to SAF/IGS or SAF/IGQ under Chapter 3) will not be maintained by IG personnel

within an IG system of records.” Chapter 3 refers to senior officials and O-6s.

We recommend installation IGs maintain these O-6 CDIs within their IG system of records for a two year period.

As a side note, per 90-301, we’re required to forward the CDI, legal review, command action, and subject rebuttal to SAF/IGQ on O-6 CDIs.

When it comes to releasing these documents, para 3.13.2 states that the commander, not the IG, is the release authority for CDI reports. If anyone wanted to FOIA or obtain an O-6 CDI file, they must do so through the commander of the subject in the CDI. In this case, we recommend the IG work closely with the FOIA POC, SJA, and AMC/IGQ.

As a final CDI note, we strongly recommend that IGs do not maintain CDIs on Lt Cols and below.

### **2002 SAF/IGQ WORLDWIDE TRAINING CONFERENCE**

We’ve attached Col Worth’s kickoff letter for the upcoming 9-11 Apr 02 SAF/IGQ Worldwide Training Conference. The conference will be held on-site at Xerox in Leesburg, VA. Plan to travel on 8 and 12 April. Please note the registration is on-line and opens 15 Dec 01. Also, **availability of seats will be on a first come first serve basis.**

### **EXAMPLE IG POSTER**

Attached is a copy of our HQ AMC/IGQ poster that Lt Col Dove worked with base graphics. 90-301, para 1.8, states that IGs must “enhance openness and approachability” and educate AF members and commanders.

A poster is one way that the IG can help meet the mission focus. Once produced, it should be distributed and placed in areas of high traffic.

Other avenues available include newcomers’ sessions, commander’s calls, staff meetings, and first-term airmen’s center (FTAC) briefings. We’ve included the 60 AMW/IG’s FTAC brief to our AMC IG web site.

Here at the HQs, we provide an IGQ brief to new AMC squadron commanders, first sergeants, and chiefs.

Your options at the installation level are many—make use of your expertise to help educate and train others.

### **FROM THE ENTIRE AMC/IGQ STAFF**

**MERRY CHRISTMAS and  
HAPPY NEW YEARS!**

**Be SAFE!**