

INTRODUCTION TO THE INSPECTOR GENERAL



“First be right; then go forward”



AGENDA



- Roles of the IG
- IG Functions
 - Assistance
 - Investigations
 - Inspections
 - Teaching and Training
- Who and How the IG can Help
- Recommendations for leaders
- IG Contact Information





ROLES OF THE IG



- **Serves as the extension of the commander**
 - Extends the commander's eyes and ears
 - Extends the commander's voice
 - Extends the conscience of the commander
- **Informs the commander of IG observations, findings, and impressions on all aspects of the command**

IG's maintain a clear distinction between being an extension of the commander and their sworn duty to serve as fair and impartial, objective fact-finders and problem solvers.





IG FUNCTIONS



- **Assistance**
 - Correct Injustices / Resolve Problems
- **Investigations**
 - For More Serious Allegations
- **Inspections**
 - Promote Good Performance / Reinforce Best practices
- **Teaching and Training**
 - Promulgate knowledge of the Army and Air Force's systems, policies, and procedures.





ASSISTANCE FUNCTION



- **The purpose of the assistance function is to:**
 - Receive, inquire into, and respond to:
 - Complaints, Issues or Allegations
 - Requests for Information
 - Requests for Help
- **Enhance combat readiness and war fighting capability by maintaining the service member's morale and focus**
- **Provide alternative to the chain of command**
 - When chain of command is unable to solve the problem

The assistance function is the first step in helping Commander's correct injustices, and eliminate conditions detrimental to the efficiency or reputation of the military.





ASSISTANCE FUNCTION



- **Army cases,**
Initiate with:
 - Inspector General
Action Request (IGAR)
DA Form 1559

- **IGAR Used to:**
 - Identify Trends
 - Systemic Issues

INSPECTOR GENERAL ACTION REQUEST For use of this form, see AR 20-1; the proponent agency is the Office of The Inspector General.			
Title 10, USC, Section 3020. DATA REQUIRED BY THE PRIVACY ACT OF 1974 AUTHORITY: ROUTINE USES: OF THE SOCIAL SECURITY NUMBER AND OTHER PERSONAL INFORMATION IS VOLUNTARY. HOWEVER, FAILURE TO PROVIDE COMPLETE INFORMATION MAY HINDER PROPER IDENTIFICATION OF THE REQUESTOR, ACCOMPLISHMENT OF THE REQUESTED ACTION(S), AND RESPONSE TO THE REQUESTOR. DISCLOSURE Information is used for official purposes within the Department of Defense, to answer complaints or respond to requests for assistance, advice, or information; by Members of Congress and other Government agencies when determined by The Inspector General to be in the best interest of the Army, and, in certain cases, in trial by courts-martial and other military matters as authorized by the Uniform Code of Military Justice. Department of Defense Blanket Routine Uses also apply. To secure sufficient information to inquire into the matters presented and to provide a response to the requestor(s) and / or take action to correct deficiencies. PRINCIPAL PURPOSE:			
LAST NAME - FIRST NAME - MIDDLE INITIAL	GRADE / RANK	SSN	COMPONENT / STATUS
UNIT AND COMPLETE MILITARY ADDRESS		(Duty, home, and / or cell) PREFERRED CONTACT TELEPHONE	
(An address where you feel comfortable receiving mail from the IG) PREFERRED MAILING ADDRESS (if different from military address, including Zip Code)		(Optional) AKA: E-MAIL ADDRESS	
SPECIFIC ACTION REQUESTED (What do you want the IG to do for you?)			
INFORMATION PERTAINING TO THIS REQUEST (background. Use additional sheets if necessary. All enclosures if applicable.)			
1. What is your component (AD, USAR, NG, GG, CIV, other)?			
2. If USAR, what is your status (mobilized, AGR, TPU, DMA, other)?			
3. List the name, duty position and phone number for each individual you have addressed the issue(s) with (Chain of Command, supervisor(s), MER, CPAC/CPOC, Patient representative, IG, Member of Congress, other) and what did they do for you?			
4. Who else has information relevant to your issue(s) (witnesses names and phone numbers)?			
5. Does your complaint involve classified information (circle choice)? If YES or MAYBE, stop!			
6. Do you give permission for the IG to use your name on your behalf (circle choice and initial)?			
7. Please read the statement below first, describe the issue(s) for which you want IG assistance (use additional pages as needed and provide all documents and evidence)			
I do <input type="checkbox"/> I do not <input type="checkbox"/> consent to release my personal information outside official channels in order to resolve the matters listed above. I understand that if I do not agree to release my personal information, my request for assistance may go unresolved.			
This information is submitted for the basic purpose of requesting assistance, correcting injustices affecting the individual, or eliminating conditions considered detrimental to the efficiency or reputation of the Army. Those who knowingly and intentionally provide false statements on this form are subject to potential punitive and administrative action (UCMJ Art 107, 18 USC 1001).			
DATE (YYYYMMDD)	SIGNATURE		

DA FORM 1559, DEC 2007

REPLACES EDITION OF APR 2001, WHICH IS OBSOLETE





ASSISTANCE FUNCTION



- Air Force cases, initiate with:
 - Inspector General Personal and Fraud, Waste & Abuse Complaint Registration AF IMT 102

REPORT CONTROL SYMBOL

**INSPECTOR GENERAL
PERSONAL AND FRAUD, WASTE & ABUSE COMPLAINT REGISTRATION**

AUTHORITY: 10 U.S.C. 8012, 44 U.S.C. 3101 and EO 13397
 PRINCIPAL PURPOSE(S): To register a personal complaint relating to individual injustices or suspected Fraud, Waste and Abuse.
 ROUTINE USE(S): Data provided are furnished to supervisors, commanders or inspectors in response to queries for resolution of complaints and to eliminate conditions considered detrimental to the efficiency or reputation of the Air Force.
 DISCLOSURE: Disclosure of your SSN is voluntary. Failure to provide the information will not adversely affect the resolution of your complaint but may delay the investigating officer in resolving the issue.

SECTION I - TO BE COMPLETED BY COMPLAINANT

NAME (Last, First, Middle Initial) _____ YES NO

GRADE _____ RACE _____ SEX _____ HAVE YOU ASKED YOUR IMMEDIATE COMMANDER FOR ASSISTANCE WITH THIS PROBLEM?

SOCIAL SECURITY NO. - - - - - NAMES AND/OR POSITIONS OF WITNESSES (If others having knowledge of your allegations) _____

ADDRESS (Where response to this complaint will be sent) _____

HOME TELEPHONE NO. _____ WORK TELEPHONE NO. (DSN) _____

() - () -

DESCRIPTION OF ALLEGATIONS (Please number each allegation and include who, what, when, where, and how. Continue on reverse.) _____

I fully understand that I am accountable for knowingly making untruthful, malicious, libelous or slanderous statements.

SIGNATURE OF COMPLAINANT _____ DATE _____

SECTION II - TO BE COMPLETED BY INSPECTOR GENERAL STAFF

FILE REFERENCE NUMBER _____ INITIALS _____ OFFICE SYMBOL _____ TELEPHONE NO. (DSN) _____

DATE OPENED _____ DATE FINALIZED _____ TOTAL PROCESSING DAYS _____ NUMBER OF TIMES THIS INDIVIDUAL'S COMPLAINT HAS BEEN ADDRESSED? _____

COMPLAINANT STATUS

A. ACTIVE DUTY F. AIR FORCE CIVILIAN REPRISAL SENIOR OFFICIAL EDOT

B. AIR FORCE RESERVE G. DEPENDENT/RELATIVE COLONEL MENTAL HEALTH FWA

C. AIR NATIONAL GUARD H. CIVILIAN IG CONGRESSIONAL HIGH LEVEL

D. CADET I. OTHER SERVICE DOD HOTLINE AF HOTLINE

E. RETIRED MILITARY J. ANONYMOUS

PASCODE OF COMPLAINANT _____ PASCODE OF SUBJECT _____

GRIEVANCE CHANNEL

FIVE MOST SIGNIFICANT ALLEGATIONS

COMPLAINT CATEGORY	FINDING CODES	FINDING
_____	S = SUBSTANTIATED	_____
_____	U = UNSUBSTANTIATED	_____
_____	I = INCONCLUSIVE	_____

AF LEVEL COMPLAINT RECEIVED LOCAL IG INTR HDQ MAJCOMSG SAF/SG WORK DONE CAT1 INVEST ASSIST REP OUT

AF LEVEL COMPLAINT ANSWERED CAT2 INVEST DIR RESP OTHER

CORRECTIVE ACTION TAKEN _____

AF IMT 102, 19960501, V1 PREVIOUS EDITIONS ARE OBSOLETE





INVESTIGATION FUNCTION



- **The purpose of the investigation function is to:**
 - Resolve allegations of impropriety made against individuals
 - Determine: Who did what to whom, in violation of what regulation
 - Provide due-process rights and protections while conducting a fair and impartial investigation
 - Provide conclusions supported by a preponderance of evidence

A complainant has the right to unrestricted access to the IG, confidentiality, and a protected communication.

NOTE: IGs can only resolve a case on the basis of fact. Don't expect instant action on any request. Often times the answer may not always be to the individual's liking.





INVESTIGATION FUNCTION



- **Investigator's purpose:**

- Unwavering commitment to standards
- Focus on Army and Air Force Core Values
- Fairness and equity to all personnel
- Protect the best interests of the Service
- Army/Air Force First, Soldiers/Airmen Always!
- IG's work for the Commander
- Resolve allegations of impropriety

IG's collect and evaluate evidence to substantiate or not substantiate allegations.





INSPECTIONS FUNCTION



- **The purpose of the inspections function is to:**

- Proactively resolve issues that affect unit readiness and warfighting capability
- Promote and reinforce good performance and best practices
- Emphasize leadership priorities

If it's important – Inspect what you Expect!





INSPECTIONS FUNCTION



- **Process:**

- Measure performance against a standard
- Identify cause of any deviation
- Identify patterns of non-compliance, magnitude of deficiency, and root causes of problem areas

- **Inspections can also take the form of an assessment.**

- Not compliance orientated
- Used to identify units' procedures
- Provides recommendations on how to improve procedures





INSPECTIONS FUNCTION



- **Categories of inspections**

- Command Inspection
 - Initial Command Inspection (ICI)
 - Subsequent Command Inspection (SCI)
- Staff Inspection
 - Staff Assistance Visit (SAV)*
- IG Inspection

- **Types of inspections**

- General
- Special
- Follow-Up

** A SAV is not an inspection but it falls within the realm of Staff Inspections*





INSPECTIONS FUNCTION



- **IG inspections facilitate:**

- Identification of systemic issues
- Teaching of systems, processes and procedures
- Responsibilities for corrective actions
- Spread of innovative ideas





TEACHING AND TRAINING



- **Embedded function within other IG functions:**

- Assistance – Explaining standards to complainants when they don't understand policy in regards to their issues or teaching and training the chain of command on standards
- Inspections – Instructive (No inspection is complete if the units or agencies inspected have not learned about goals and standards and how to achieve them)
- Investigations – Explain standards, rights of witnesses and subjects/suspects





TEACHING AND TRAINING



- **Independent function:**

- Direct teaching and training opportunities – Local leadership courses, Officer and NCO professional development, inprocessing briefings
- Readiness Assistance Visits – Teaching incoming personnel how to inspect their unit, teaching the unit about the organizational inspection program, assisting a unit in re-establishing systems





WHO THE IG CAN HELP



- Army National Guard
- Air National Guard
- Active Duty Personnel
- Retired Personnel
- Civilians
- Family Members (Military related issues)





HOW YOU CAN GET HELP



- Appointments
- Walk-Ins
- Telephonically
- Letter or E-mail
- Anonymous
 - Phone calls
 - Letters

*Anyone can contact the IG office; however...
IG's are never off the record!*





HOW YOU CAN HELP THE IG



- Be sure you have a problem, not just a peeve
- Do your homework...make sure the problem isn't regulatory or policy
- If it's not, give your chain of command a chance to solve the problem
- If they can't, or won't, gather your thoughts (and supporting documentation, if you have it) and contact your nearest IG
- Be honest and factual
- Be prepared to tell the IG what you want them to do
- ...and be patient





RECOMMENDATIONS FOR LEADERS AND SUPERVISORS



- Work issues before they rise to IG
- Research the regulations before making decisions
 - IG Motto: *“Be right, then go forward!”*
- Use your resources
 - Call your Staff Judge Advocate
 - Call your IG
- Communicate - then verify Soldiers/Airmen got the word
- Maintain accountability of administrative paperwork
- Follow up as necessary





HOW TO CONTACT US



State IG: LTC Steven Milliron

(775) 884-8427 // steven.milliron@us.army.mil

Deputy State IG: LTC (Ret) Robert McNamara

(775) 884-8425 // robert.mcnamara1@us.army.mil

Assistant IG: CW4 Lynn Aboumrad

(775) 886-7789 // lynn.aboumrad@us.army.mil

NCOIC IG: MSgt Paul Hinen

(775) 884-8426 // paul.hinen@us.army.mil





OTHER IG RESOURCES



Nevada Military Department IG Website:

<http://www.nv.ngb.army.mil/ig.cfm>

Dept. of the Army - IG Hotline (800) 752-9747

Secretary of the Air Force - IG: (703) 697-0342

DOD Hotline (800) 424-9098





QUESTIONS / COMMENTS?

