

Who may file Air Force IG complaints?

If you have a concern and are unsure if you should file a complaint, contact your local IG office for guidance. To locate your servicing IG, [click here](#). Any Air Force military or civilian member may file an IG complaint. However, many Department of the Air Force (DAF) civilian complaints (e.g., discrimination, sexual harassment, and conditions of employment) must be addressed by agencies other than the IG (see referral agency matrix below). Anyone, including civilians with no Air Force affiliation, may file Fraud, Waste, and Abuse (FWA) disclosures. Depending on the circumstances, the IG may also accept complaints from dependents or relatives of active duty members and retirees and their dependents. However, its always best for the actual "victim" or person who witnessed the alleged wrongdoing to file the complaint. (See [AFI 90-301 Inspector General Complaints](#))

When are IG complaints appropriate?

Individuals should attempt to resolve FWA issues and personal complaints at the lowest possible level, using command channels before elevating them to the next higher level or to the IG. Further, complaints must be promptly filed within IG, command, or other grievance channels. IG's may dismiss a complaint if there is no FWA, recognizable wrong or violation of law, regulation, or policy. Also, complaints more than 60 days from date of occurrence will normally be dismissed, unless there are extraordinary circumstances or special Air Force interests to justify an investigation.

Where (I.E., with whom) should complaints be filed?

Complaints may be filed with a superior or commander in your chain of command, an IG or other appropriate inspector, or within any established grievance channel. FWA complaints may be reported to the Air Force Audit Agency (AFAA), Air Force Office of Special Investigations (AFOSI), security police, or other proper authority. Promptly advise the AFOSI of suspected criminal misconduct or fraud.

How should complaints be filed?

You should provide factual and relevant information related to the issue or complaint, preferably by completing (and signing) [IMT Form 102, Inspector General Personal and Fraud, Waste, and Abuse Complaint Registration Form](#) (also available on www.my.af.mil) However, if you do not have immediate access to an AF Form 102, you can simply prepare a letter and mail (or fax) it to the appropriate IG. Complaint letters should be signed, legible (preferably "typed"), and reproducible. They should include your rank/grade, name, organization assigned, home and duty addresses and phone numbers (commercial and DSN), and, if active duty, Social Security Number. FWA disclosures may be submitted on an AF Form 102, by letter, in person, or by FWA Hotlines.

List your allegation(s) briefly. However, be specific and avoid broad generalizations. For example, do not write, "My supervisor is a poor manager and abuses his subordinates." Instead, provide the name and rank of the specific person(s) you believe have done something wrong. Cite the specific instance(s) of wrongdoing. For example, state, "On 2 Dec 96, Major John P. Jones, Commander, 38 MSS, Craig AFB AL, directed SrA Glen Allen, A1C James Barker, and me to wash his POV." Briefly describe the circumstances surrounding the alleged incident. Multiple allegations must be clearly delineated so they can be easily recognized. Ensure you clearly express a violation of law, Air Force instructions, or policy in each allegation. (See [AFI 90-301](#).)

When you file an IG complaint you are making an official statement; therefore, you are subject to punitive action if you intentionally make false statements. When you sign an AF Form 102, you are signing a statement that says, "I fully understand that I am accountable for knowingly making untruthful, malicious, libelous, or slanderous statements." (See [AFI 90-301](#).)

Also, filing an IG complaint will not normally delay or prevent completion of command actions such as reassignment, retirement, discharge, nonjudicial punishment, etc. IG's do not have the authority to place individuals on administrative hold; that authority rests with commanders and the Air Force Personnel Center (AFPC). (See [AFI 90-301](#).)

If you feel you cannot discuss your concern with your local installation IG, you may contact the next higher level IG in your chain of command. **Individuals are encouraged to begin discussion to resolve their concerns at the lowest level in their chain of command.** To assist you in this regard, the following are links and contact information to your MAJCOM, and Installation IG's as well as the Secretary of the Air Force and Department of Defense complaint offices:

LEVEL	MAIL	PHONE
MAJCOM/Installation IG SAF/IGQ	MAJCOM IG's and ANG - send to: SAF/IGQ 1140 Air Force Pentagon Washington, DC 20330-1140	FWA Hotline: DSN 4251562 Commercial (703) 588-1562 Fax: DSN 4262555 Commercial (703) 696-2555
Department of Defense (DoD) Inspector General	Department of Defense Inspector General Attention: DoD Hotline 1900 Defense Pentagon Washington DC 20301-1900	FWA Hotline: DSN 2235080 Commercial (703) 693-5080

AF IMT Form 102:

PDF Format: http://www.au.af.mil/au/images/IG_Forms/AF00102_19960501.pdf

Fillable Format: <http://www.e-publishing.af.mil/shared/media/epubs/af102.xfd>

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