

THE IG MISSION

The Inspector General is an extension of command charged to enhance readiness, discipline, and warfighting capability in: 1. Complaints Resolution; 2. Compliance; 3. Self Inspection per AFI 90-201 and AFI 90-301. The IG ensures the concerns of complainants and the best interests of the Air Force are addressed through objective fact-finding.

Reprisal / Restriction

Reprisal is taking or threatening to take an unfavorable personnel action or withholding or threatening to withhold a favorable personnel action on a military member for making or preparing to make a protected communication. Restriction is preventing or attempting to prevent members of the Armed Forces from making or preparing to make lawful communications to Members of Congress and/or an IG.

Improper Mental Health Evaluation

The IG handles improper commander-directed mental health evaluations. Only the commander can refer a member under their command for an MHE (exception, emergencies). A member must be afforded their rights when being referred for an MHE. MHEs cannot be utilized as a means of reprisal for a military member making a PC.

Fraud Waste & Abuse

The IG office stands ready to assist you in identifying and eliminating Fraud, Waste, & Abuse at the Holm Center. The success of the program lies with each individual in the Air Force. Immediately report suspected FW&A through the chain of command or contact the Inspector General office. FWA Hotlines: DoD 1-800-424-9098, SAF 1-800-424-8429, and Holm Center is 1-800-522-033.

COMPLAINT RESOLUTION

Members are encouraged to work with the chain of command first. However, visit the IG if you are concerned about potential reprisal.

AFI 90-301, Inspector General Complaints

Table 2.1. How to File a Complaint

Step 1: You may file a complaint if you reasonably believe inappropriate conduct has occurred or a violation of law, policy, procedure, instruction, or regulation has been committed.

Step 2: Complete the personnel information on an AF IMT 102 (typed or printed legibly).

Step 3: Briefly outline the facts & relevant background information related to the issue or complaint on the AF IMT 102 in chronological order.

Step 4: List the allegations of wrongdoing briefly, in general terms & provide supporting narrative detail including chronology & documents later when interviewed. Allegations should be written as bullets to answer:

- a. What violation was committed?
- b. What law, regulation, procedure, or policy was violated?
- c. When did the violation occur?
- d. Who committed the violation?

Step 5: If more than 60 days have elapsed since alleged conduct occurred, also include:

- a. Date complainant became aware of conduct.
- b. How complainant became aware of conduct.
- c. Why complainant delayed filing complaint.

Step 6: Submit completed AF IMT 102 to any AF IG and set up a follow-on meeting to discuss the complaint.

Step 7: If an IG is named in the complaint, contact the next higher-level IG.

A framed allegation will address:
"When, did who, do what, to whom, in violation of what standard?"

IG Assists in Matters Outside of Complaint Resolution System

Civilians, Appropriated Funds Employee

Personnel Issues – AFI 36-1203
CPO — 953-2966

Discrimination – AFI 36-1201
EEO — 953-5107

Civilian, NAF Employees

Personnel Issues – NAF (IG DoD)

Active Duty Military

Discrimination – AFI 36-2706
EEO — 953-5107

Admin Separations – AFI 36-3208
MPF — 953-5050

Housing – AFI 32-6001
Housing Office — 953-5718

Landlord/Tenant Disputes – (Legal)
42 ABW/JA — 953-2786

Gov't Claims – AFI 51-502 (Legal)
42 ABW/JA — 953-2786

Correction of Records – AFI 36-2603
MPF — 953-6741

Appeals to EPR/OPR – AFI 36-2401
MPF — 953-6608

Support of Dependents – AFI 36-2906
Unit Commander

Private Indebtedness – AFI 36-2906
Unit Commander

LOC, LOR or Article 15

Area Defense Counsel — 953-2186

Punishment under UCMJ

Area Defense Counsel — 953-2186

Medical Issues – AFI 44-119

42 MDG — 953-3368

Unprof Relationships – AFI 36-2909

Unit Commander

Adultery – AFI 36-2909

Unit Commander

Financial Matters – AFI 65-601

AU/FM — 953-3288

WHAT HAPPENS TO YOUR COMPLAINT?

The IG Office has several options concerning complaints:

- **Assist** – Make inquiries on behalf of the complainant.
- **Dismiss** – When analysis determines complaint not appropriate for investigation. Complaints may be dismissed if filed more than 60 days after complainant becomes aware of the alleged wrong.
- **Transfer** – Complaints may be transferred to another IG Office for action.
- **Refer** – Personnel may also be referred back to their chain of command when appropriate. Also, complaints are sometimes better handled by another base agency.
- **Investigate** – If a properly framed allegation can be derived from the issues asserted or implied by the complainant and is an appropriate IG matter, the IG can investigate.

Protected Communications

- Any lawful communication not conveying an admission of misconduct, violation of the UCMJ, or violation of other applicable statutes, to a Member of Congress or an IG.
- A communication in which a member of the Armed Forces communicates information that the member reasonably believes evidences a violation of law or regulation when such communication is made to a Member of Congress, an IG, chain of command, command chiefs, group/squadron superintendents, first sergeants, and personnel assigned to DoD audit, inspection, investigation, law enforcement, equal opportunity, safety, or family advocacy organizations.

HOW TO CONTACT US

- Members may contact any IG to report wrong-doing/file a complaint.

Contact Information:

- **HC/IG: Lt Col David A. Cortez**
Building 836, Room 208G
130 West Maxwell Blvd
Maxwell AFB, AL 36112
(334) 953-8825 or (800) 522-0033 opt 2
holm.centerig@us.af.mil
- AU/IG: 953-6623 (DSN 493)
- 42 ABW/IG: 953-4944
- CAP-USAF/IG: 953-4286
- AETC/IG: 210-652-4460 (DSN 487)
- SAF IG: 800-538-8429
- DOD IG: 800-424-9098

**Integrity First
Service Before Self
Excellence In All We Do**



Holm Center INSPECTOR GENERAL



HOLM CENTER/IG



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(334) 953-8825