

## 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. Fraud, Waste, and Abuse; 4. Self Inspection; and 5. Congressional inquiry review, per AFPD 90-3, AFI 90-201, AFI 90-301, and AFI 90-401. 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 success of the FWA program lies with each individual within the Air Force. Any individual aware of FWA or lack of controls that could permit resources to be wasted or diverted must report the situation through appropriate channels.

### Congressional Inquiries

The IG reviews all congressional inquiries for IG matters. The IG facilitates responses to Congress via SAF/LLI through command channels.

## 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

**(This list is not all-inclusive)**

### 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

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

42 MDG — 953-3368

**Unprof Relationships** – AFI 36-2909  
Unit Commander

### Adultery

Unit Commander

### Financial Matters

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:

- HOLM CENTER/IG:  
Building 836, Room 200A  
130 West Maxwell Blvd  
Maxwell AFB, AL 36112  
(334) 953-8825 or (800) 522-0033 opt 2  
[holm.centerig@us.af.mil](mailto: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



*The IG ensures the concerns  
of all complainants and the  
best interest of the Air  
Force are addressed through  
objective fact-finding*

**(334) 953-8825**