



# CHIEF OF THE NATIONAL GUARD BUREAU INSTRUCTION

NGB-IG  
DISTRIBUTION: A

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## NATIONAL GUARD INSPECTOR GENERAL

References: See Enclosure B.

1. Purpose. This instruction establishes policy and assigns responsibilities for the National Guard (NG) Inspector General (IG) Program in accordance with (IAW) the references. It prescribes responsibilities for the State, Commonwealth of Puerto Rico, District of Columbia, Guam, and Virgin Islands IGs, hereinafter referred to as State, command, or National Guard Joint Force Headquarters-State (NG JFHQs-State) IGs, and for the IG personnel assigned to the National Guard Bureau (NGB) Joint Staff and Air National Guard Readiness Center (ANGRC). While the NG IG program is executed IAW Service policy, this instruction emphasizes key aspects of existing policy and clarifies considerations unique to the NGB.

2. Cancellation. None.

3. Applicability. This instruction applies to the entire NG.

4. Policy. IAW reference h, the NGB is the focal point at the strategic level for NG matters that are not under the authority and direction of the Secretaries of the Army and Air Force, or the Chairman of the Joint Chiefs of Staff, in law or DoD policy. It is NGB policy that National Guard Bureau Inspector General (NGB-IG), in the Office of the Chief of the National Guard Bureau (CNGB), is the principal IG authority responsible for the NG IG enterprise IAW the references.

a. The NGB-IG provides the CNGB with an assessment of the discipline, efficiency, economy, morale, training, and readiness of the NG through an agenda of assistance, complaints resolution, investigations, and inspections.

b. The NGB-IG serves as the NG proponent for all IG-related policy.

c. The NGB-IG is the functional manager for all NG IG activities.

d. The NGB-IG is responsible for IG complaints resolution for personnel assigned to the NGB Joint Staff; the Army National Guard (ARNG) and Air

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15 May 2020

National Guard (ANG) Directorates; and the non-Federalized ARNG and ANG assigned forces.

e. The Director of the Air National Guard (DANG) is delegated the authority to coordinate and manage the non-Federalized ANG readiness inspection function and conduct the ANG management inspections for the ANGRC and assigned forces.

f. The rater and senior rater for the Active Component Army State IGs are The Adjutant General (TAG) and the CNGB IAW reference o. The rating chain for the Active Component Air Force State IG is TAG IAW reference p.

g. The NGB is the channel of communications on all matters pertaining to the NG between the Army, Air Force, Space Force, and the States, and is normally the channel of communications on all matters pertaining to the NG between the Secretary of Defense and the States, IAW reference h. In coordination with the Army and Air Force IGs, the CNGB notifies Governors regarding investigations into allegations against a TAG. As directed, NGB-IG notifies the Governor or the office of the Governor on behalf of the CNGB.

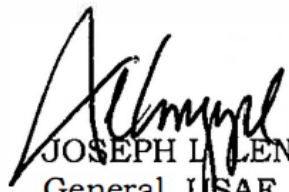
5. Definitions. See Glossary.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. This is the initial publication of this Instruction.

8. Releasability. This instruction is approved for public release; distribution is unlimited. It is available at <<https://www.ngbpmc.ng.mil/>>.

9. Effective Date. This instruction is effective upon signature and must be revised, reissued, canceled, or certified as current within five years from the date signed.



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Enclosures:

A—Responsibilities

B—References

GL—Glossary

ENCLOSURE A  
RESPONSIBILITIES

1. Director of the Army National Guard (DARNG).

a. The DARNG will:

(1) Coordinate assignment and screening of National Guard (NG) personnel to the Department of the Army Inspector General (DAIG) and NGB-IG staffs through NGB-IG.

(a) Inspector General (IG) assignments are typically three-year career-broadening positions, notwithstanding early release due to professional advancement opportunities such as command.

(b) NGB-IG submits curtailment requests to the DAIG through coordination with the Army National Guard (ARNG) offices of primary responsibility IAW reference o.

(2) Report to The Inspector General (TIG) through NGB-IG or DAIG's Investigation Division within two working days of receipt from any source any allegation of impropriety by a general officer, NG colonels selected by a Federal recognition Board to receive a certificate of eligibility, a member of the civilian senior executive service (SES), or any other Department of the Army civilian employee of comparable grade or position in accordance with (IAW) reference o.

(3) Provide subject matter experts for IG inspections directed by the Chief of the National Guard Bureau (CNGB) or Army IG as requested.

(4) Ensure personnel are informed of their right to register complaints with, or request assistance from, an IG IAW reference o.

(5) Ensure that individuals registering complaints with any IG (including the Department of Defense (DoD) IG and other Service IGs) are informed of their legal right to protection from reprisal as a result of their contact with the IG IAW reference o.

(6) Limit the disclosure of IG-related information to those with a need to know or those who require the information for the performance of their duties (for example, to address an issue with a standard or process or to complete an investigation).

b. Approve ARNG IG inspections and investigations.

2. Director of the Air National Guard (DANG).

a. The DANG will:

(1) Coordinate assignment and screening of NG personnel to the Department of the Air Force IG and NGB-IG staffs through NGB-IG. IG assignments are typically three-year career-broadening positions notwithstanding early release due to professional advancement opportunities such as command.

(2) Coordinate with NGB-IG for assignment of Air Force Active Component officers as State IGs.

(3) Provide adequate office space in the ANG Readiness Center (ANGRC) with sufficient space and privacy for the NGB complaints resolution team to receive complaints and conduct investigative interviews.

(4) Immediately notify the Inspector General of the Air Force (SAF/IG) of allegations against a general officer, a member of the civilian SES, or an NG colonel selected by a Federal Recognition Board to receive a certificate of eligibility IAW references g, h, p, and w.

(5) Ensure all personnel are informed of their right to register complaints with, or request assistance from, an IG IAW references i, m, and q.

(6) Ensure that persons registering complaints with any IG (including the DoD IG and other Service IGs) are informed of their legal right to protection from reprisals as a result of their contact with the IG IAW references n and q.

(7) Provide subject matter experts for IG inspections directed by the CNGB, as requested.

(8) Provide investigating officers for whistleblower reprisal (WBR) and other investigations as required in accordance with reference q.

(9) Limit the disclosure of IG-related information to those with a need to know or those who require the information for the performance of their duties (for example, to address an issue with a standard or process or to complete an investigation).

b. The DANG will coordinate and manage the non-Federalized ANG readiness inspection function and will conduct ANG management inspections for the ANGRC and assigned forces and support the Director of Space Operations (DSO) for space staff and ANG space unit readiness inspections IAW reference r, keeping NGB-IG apprised as required. The IG personnel at the ANGRC (office symbol NGB/IG) act as the gatekeeper for all ANG inspection activities under the Air Force Inspection System for the ANGRC Commander,

15 May 2020

external agency inspections, and other activities related to external inspections (such as audits and site visits) IAW reference r.

b. The DANG will exercise authority, direction, and control over the ANG and ANGRC on matters pertaining to the Air Force Inspection System IAW reference r.

c. The DANG is delegated the authority to approve ANG inspections with further delegation authorized to the Commander of the ANGRC (the ANGRC Commander is the Appointing Authority for IG investigations of Federalized Airmen).

d. On behalf of and in coordination with the NGB-IG, the DANG will coordinate SAF-IG Inspector General Training Course (IGTC) training enrollment.

e. The DANG will update and synchronize ANG IG inspections with the NGB at least quarterly and as required.

3. The Director of Space Operations (DSO) is delegated the authority to coordinate and manage the non-Federalized ANG space unit readiness inspections with support from the DANG and conduct ANG space management inspections for the Space Operations Directorate and assigned Forces.

4. TAGs. The relationship forged between the State IG and TAG of a State, Territory, or Commonwealth or the Commanding General of the District of Columbia National Guard (both hereinafter referred to as TAG) is foundational to an effective IG program and impacts mission readiness. TAGs will:

a. Support the IG system and principles.

b. Serve as the directing or appointing authority for State inspections and investigations.

c. Administer the Army IG oath of office to the command IG and, when possible, to every member of the State IG office in a public forum to introduce newly appointed IG staff members to the organization and emphasize key aspects of the State's IG program.

d. Promote unrestricted access to IGs and advise Soldiers, Airmen, and civilians that the IG is a resource to resolve real or perceived issues while reinforcing the importance of individuals first attempting to resolve issues through the supervisory chain of command.

e. Enter draft Active Component Army State IG evaluations into the electronic evaluation system for administrative review by NGB-IG and for routing to the CNGB not later than 30 days prior to the through date.

f. Submit Regular Army IG award recommendations to NGB-IG for processing not later than 180 days prior to the desired presentation date.

5. NGB-Director of Staff (NGB-DS). Authorize tours of up to two years for NGB-IG active duty for operational support (ADOS). IG certification entails a minimum of 30 days of classroom training on Air Force and Army IG systems and six months of on-the-job training. Two years affords the IG the flexibility to maximize the training invested in ADOS personnel and return IG-qualified individuals to the States.

6. NGB Human Resources Directorate (NGB-HR). Route Title 5 civilian IG position descriptions and military manpower changes and requests through NGB-IG for coordination.

7. NGB Staff Judge Advocate. Provide legal review of NGB-IG investigations, allegations, or investigation referrals.

8. NGB-IG. NGB-IG will:

a. Serve as the principal advisor in a direct reporting status to the CNGB and provide IG support to the DARNG, DANG, and DSO.

b. Serve as the NG proponent for DoD, Air Force, Army, and Space Force IG policy.

c. Establish and oversee the NG IG Complaints Resolution Program which includes oversight, addressing allegations of misconduct against an NG JFHQs-State IG, and appeals of NG JFHQs-State IG findings.

d. Report to The Inspector General of the Army directly or through DAIG's Investigation Division within two working days of receipt from any source any allegation of impropriety by an Army senior official (a general officer, an NG colonel selected by a Federal recognition Board to receive a certificate of eligibility, a member of the civilian SES, or any other Department of the Army civilian employee of comparable grade or position) IAW reference o.

e. Immediately notify the SAF/IG, directly or through the Air Force Senior Official Inquiries Directorate (SAF/IGS), of allegations against an Air Force senior official IAW references g, h, p, and w.

f. Ensure personnel are informed of their right to register complaints with, or request assistance from, an IG.

g. Conduct inquiries, inspections, and investigations as directed by the CNGB.

15 May 2020

- h. Maintain an on-site presence at the ANGRC to conduct complaints resolution.
- i. Receive, process, and submit DoD IG Whistleblower Reprisal Allegations and Investigations; and as the National Guard's DoD Hotline Coordinator, Hotline Completion Reports through the respective Service IG.
- j. Synchronize external DoD and Army IG inspections for the National Guard. Some examples of external inspections are Triennial First Army IG U.S. Property and Fiscal Officer inspections; Army Forces Command inspections conducted IAW paragraph 1-4c of reference u (directs that Forces Command inspect the ARNG to ensure that NG organizations are properly uniformed, armed, equipped, trained, and prepared for deployment IAW reference e); and Special Forces IG inspections.
- k. Represent NG equities as a member of the Defense Council on Integrity and Efficiency at the DoD WBR roundtable and other DoD IG working groups as required.
- l. Compile and submit the required documentation to the DAIG for screening and approval of all ARNG nominees to serve as IGs in the NG or on the Army IG staffs.
- m. Notify the Secretary of the Air Force IG Complaints Resolution Office (SAF/IGQ) within seven days after receiving notification of an open investigation, or standalone adverse information, against an officer following the procedures in reference q.
- n. Administratively review and route Active Component Army State IG performance evaluations and performance awards.
- o. Coordinate enrollment of approved NG IG nominees for The Army Inspector General School (TIGS) (Human Resources Command and the Colonels Management Office coordinate attendance for Active Component Army IGs in conjunction with the officer's permanent change of station).
- p. Prioritize NG JFHQs-State IG Office attendance for the IG personnel at the ANGRC (office symbol NGB/IG) to enroll in the Air Force IGTC for Inspections (IGTC-I) and the Air Force IGTC for Complaints Resolution (IGTC-Q).
- q. Submit the NG TIGS Advanced Course prioritized attendance roster to the Department of the Army IG. The Army IG Advanced Course is required training for civilian IGs and optional for military IGs. Therefore, civilian IG applicants will receive priority selection. If there are available training allocations after fulfilling the civilian IG training requirement, the remaining allocations will be made available to credentialed military IGs. At least one

15 May 2020

year of IG experience is required for military IGs. The NGB-IG will also consider the military an individual's time remaining as an IG.

r. Execute intelligence oversight (IO) responsibilities of NG intelligence personnel and activities (including intelligence-related activities) which include:

(1) Inspecting NG JFHQs-State intelligence and intelligence-related activities IAW reference l.

(2) Reporting all Questionable Intelligence Activities, Significant/Highly Sensitive Matters, and Federal crimes to the DoD Senior Intelligence Oversight (IO) Official through the NGB IO Official in coordination with the NGB Judge Advocate IAW reference v.

s. Promptly report allegations against general officers, members of the SES, colonels selected by a Federal Recognition Board to receive a certificate of eligibility, or other members of equivalent status to the IG DoD, DAIG, or Secretary of the Air Force IG as appropriate IAW references g, j, o, q, and w.

t. As required, perform other Defense IG duties outlined IAW reference k on behalf of the NGB and the NG. Advise the respective Service IG if the duty conflicts with Service policy.

u. Coordinate IG records screening of U.S. Property and Fiscal Officer nominees submitted to the NGB Programs and Resources/Comptroller Directorate (NGB-J8).

v. Select and appoint Regional Chairs from the 54 State IGs to serve as a regional technical channel for Title 32 IG issues.

w. Execute signature authority for memorandums of understanding with other Service IGs.

9. NG JFHQs-State IGs. The State IGs have the following responsibilities (the terms "command," "State," and "JFHQs" IG are interchangeable).

a. Regular Army and Air Force State IGs will:

(1) Attend Air Force IGTC-Q within 120 days of assignment (Regular Army IGs attend TIGS temporary duty en route to the State IAW reference o prior to assuming IG duty).

(2) Provide graduation certificates, certifications, and oaths of office to the NGB-IG Operations Section.

(3) Wear the NGB Joint Staff shoulder sleeve insignia.



15 May 2020

- b. Report to The Army Inspector General directly or through NGB-IG or DAIG's Investigation Division, within two working days of receipt from any source, any allegation of impropriety by an Army senior official (a general officer, an NG colonel selected by a Federal Recognition Board to receive a certificate of eligibility, a member of the civilian SES, or any other Department of the Army civilian employee of comparable grade or position) IAW reference o.
- c. Immediately notify the SAF/IG directly, through the SAF/IGS, or through NGB-IG, of allegations against an Air Force senior official IAW references g, h, p, and w.
- d. Submit an annual Force Management Report and risk assessment reflecting current staffing, projected vacancies, and prospective gains to IG Sections (within the State, Territory, Commonwealth, or District of Columbia) to NGB-IG not later than 15 September each year.
- e. Coordinate the swearing-in ceremony to administer the IG oath of office to the State IG staff members in a public forum to introduce newly appointed IG staff members to the organization and emphasize key aspects of the State's IG program. TAG administers the IG oath to the command IG and when possible to every member of the State's IG office.
- f. Notify SAF/IGQ within seven days after receiving notification of an open investigation against an officer (second lieutenant through colonel) and issuance of standalone adverse action to field grade officers (Article 15, Letter of Counseling, etc.) following the procedures and IAW reference q.
- g. Receive, process, and submit DoD IG Hotline Completion Reports through NGB-IG to the Service IG.
- h. Submit draft WBR reports of investigation to NGB-IG for peer review prior to legal review and TAG endorsement.
- i. Submit completed WBR reports of investigation and DoD Hotline Completion Reports through NGB-IG to the Service Component.
- j. Conduct wing WBR investigations at the JFHQs-State level when appropriate IAW reference q, which requires that an Investigating Officer be either outside the immediate chain of command of both the member submitting the allegation and the individual(s) alleged to have reprised against the member or at least one organization higher in the chain of command than the organization of the member submitting the allegation and the individual(s) alleged to have reprised against the individual.
- k. Review wing and division WBR investigations and DoD Hotline Completion Reports prior to submission through NGB-IG to the Service Component.

15 May 2020

l. Submit Army Title 5 or Title 32 IG nomination packets for the State IG office nominations for suitability screening to NGB-IG.

m. Endorse wing IG written appointments and forward them to NGB-IG IAW reference q. If unable to endorse, coordinate with the wing commander for alternate selection. If unable to agree, elevate the selection to NGB-IG and TAG for resolution. NGB-IG will direct the ANGRC to schedule IG training only for candidates endorsed by the NG JFHQs-State IG.

n. Protect information in the Army and Air Force databases. Refer all external data requests for IG records to NGB-IG. The Air Force and Army IGs are the release authority for IG records in the Automated Case Tracking System and IG Action Request Systems IAW references o and q.

o. Inform individuals requesting adverse information screening (background checks) of the proper procedures IAW references o, n, and q. The Army and Air Force IGs conduct adverse action screening for promotions and other positions of trust and responsibility, typically through ANG Directorate of Manpower, Personnel, and Services (NGB/A1) or the ARNG Human Resources Directorate (ARNG G1) staff channels.

p. Provide oversight of State NG intelligence and intelligence-related activities. This oversight includes:

(1) Inspecting NG intelligence and intelligence-related activities IAW reference l.

(2) Reporting all Questionable Intelligence Activities, Significant/Highly Sensitive Matters and applicable Federal crimes IAW reference l to the DoD Senior Intelligence Oversight Official through NGB-IG and NGB-J2.

(3) Providing Questionable Intelligence Activities and Significant/Highly Sensitive Matters investigation reports to NGB-IG.

(4) Providing a comprehensive quarterly State IO report to NGB-IG by the fifth day of the month following the end of each quarter.

q. Coordinate IGTC training requirements through the IG team at the ANGRC (office symbol NGB/IG).

10. Regional Chairs. Regional Chairs are four State IGs designated on a rotational basis by NGB-IG (with TAG approval) to serve as experts in Title 32 IG matters for a specified region. The Regional chair has longevity and demonstrated expertise. The Regional State IG chairs will:

a. Attend monthly NGB regional synchronization teleconferences and disseminate information within their regions.

- b. Facilitate regional State IG conferences biannually.
- c. Attend the Army Annual World Wide Inspector General Conference and disseminate information within the assigned region.
- d. Nominate replacement Regional chair candidates to NGB-IG not later than six months prior to anticipated departure from the State IG position.
- e. Advise State IGs of coverage options during gaps in Active Component staffing.

11. TIGS Targeted Instruction Program Instructor. The TIGS State Targeted Instructor is a State IG self-nominated or nominated by a Regional Chair, approved by NGB-IG, TAG, and TIGS. The instructor will:

- a. Conduct State IG training on NG IG considerations at eight (more if necessary) Army IG basic courses per year for the NG attendees in conjunction with NGB-IG.
- b. Validate the State portion of the training materials with NGB-IG prior to each course.
- c. Coordinate with the TIGS staff for temporary duty funding.
- d. Train the replacement TIGS Targeted Instruction Program instructor.

12. Division IGs. The Division IGs will:

- a. Receive and process WBR allegations and DoD Hotline referrals, including submission of the DoD Hotline Completion Reports and WBR reports of investigation through the NG JFHQs-State IG (the NG JFHQs-State IG forwards the reports through NGB-IG to the Service IG).
- b. Submit draft WBR reports of investigation for a cursory content review through the NG JFHQs-State IG to NGB-IG prior to legal review and approval.
- c. Submit IG nomination packets for the State IG offices for screening through NGB-IG to the DAIG.
- d. Coordinate IO inspection methodology and results with the State IG.

13. Wing IGs. Wing IGs will:

- a. Receive and process WBR allegations and DoD Hotline referrals, including submission of DoD Hotline Completion Reports and WBR reports of investigation to the State or JFHQs IG (the NG JFHQs-State IG forwards the reports through NGB-IG to the Service IG).

15 May 2020

b. Immediately notify the SAF/IG directly, through the SAF/IGS, or through NGB-IG, or through the NG JFHQs-State IG or NGB-IG, of allegations against an Air Force senior official IAW references g, h, p, and w.

c. Notify SAF/IGQ within seven days after receiving notification of an open investigation against an officer. Follow the procedures IAW reference q.

d. Report all substantiated findings of wrongdoing or adverse information against field grade officers to SAF/IGQ using the “notify” function in the Automated Case Tracking System. Follow the procedures IAW reference q.

e. Coordinate Air Force Inspection System and gatekeeper administrative activities with the IG team at the ANGRC.

f. Coordinate IO inspection methodology and results with the State IG.

g. Coordinate IGTC training requirements through the IG team at the ANGRC (office symbol NGB/IG).

ENCLOSURE B

REFERENCES

PART I. REQUIRED

- a. Title 5 United States Code (U.S.C.), Appendix, “Inspector General Act of 1978,” Section 8, “Additional Provisions with Respect to the Inspector General of the Department of Defense”
- b. Title 10 U.S.C., “Armed Forces,” Section 7020, “Inspector General, Subtitle B—Army”
- c. Title 10 U.S.C., “Armed Forces,” Section 9020, “Inspector General, Subtitle D—Air Force”
- d. Title 10 U.S.C., “Armed Forces,” Section 10506, “Other Senior National Guard Bureau Officers”
- e. Title 32 U.S.C., “National Guard,” Chapter 1, “Organization,” Section 105, “Inspection”
- f. Title 32 U.S.C., “National Guard,” Section 315, “Detail of Regular Members of Army and Air Force to Duty with National Guard”
- g. Title 10 U.S.C., “Armed Forces,” Chapter 1005, “Elements of Reserve Components,” Section 10149, “Ready Reserve: Continuous Screening”
- h. Department of Defense Directive (DoDD) 5105.77, 30 October 2015, “National Guard Bureau (NGB),” Incorporating Change 1, 10 October 2017
- i. DoDD 5106.01, 20 April 2012, “Inspector General of the Department of Defense (IG DoD),” Incorporating Change 1, 19 August 2014, Validity Extended to 20 April 2022
- j. DoDD 5505.06, 06 June 2013, “Investigations of Allegations Against Senior DoD Officials,” Validity Extended to 06 June 2023
- k. DoDD 5106.04, 22 May 2014, “Defense Inspectors General,” Validity Extended to 22 May 2024
- l. DoDD 5148.13, 26 April 2017, “Intelligence Oversight”
- m. DoD Instruction 7050.01, 17 October 2017, “DoD Hotline Program”
- n. DoDD 7050.06, 17 April 2015, “Military Whistleblower Protection”

- o. Army Regulation 20-1, 23 April 2020, "Inspector General Activities and Procedures"
- p. Air Force Instruction (AFI) 36-2406, 14 November 2019, "Officer and Enlisted Evaluations Systems"
- q. AFI 90-301, 28 December 2018, "Inspector General Complaints Resolution"
- r. AFI 90-201, 20 November 2018, "The Air Force Inspection System"
- s. Army Regulation 600-8-22, 05 March 2019, "Military Awards"
- t. Air Force Policy Directives 36-28, 27 June 2018, "Awards and Decorations Programs"
- u. Army Regulation 1-201, 25 February 2015, "Army Inspection Policy"
- v. Chief of the National Guard Bureau Instruction 0700.01A, 21 December 2018, "Inspector General Intelligence Oversight"
- w. AFI 36-2907, 26 November 2014, "Unfavorable Information File (UIF) Program"

## PART II. RELATED

- x. Title 10 U.S.C., "Armed Forces", Section 501, "National Guard Bureau"
- y. Title 10 U.S.C., "Armed Forces", Section 503, "Functions of the National Guard Bureau: charter"
- z. Title 32 U.S.C., "National Guard," Chapter 1, "Organization," Section 101, "Definitions"
- aa. Department of Defense Directive 5105.83 Air Force Policy Directive 90-19, 01 June 2018, "National Guard Joint Force Headquarters-State (JFHQ-S)"
- bb. Chief of the National Guard Bureau Notice 0100, "Implementation of CNGBI 0100.01"
- cc. Chief of the National Guard Bureau Instruction 0400.01B, 12 April 2018, "National Guard Complex Administrative Investigations"
- dd. Chief of the National Guard Bureau Instruction 0401.01, 06 January 2015, "National Guard Special Victim's Counsel Program"
- ee. Chief of the National Guard Bureau Instruction 1001.01, 29 June 2016, "National Guard Joint Force Headquarters-State"

- ff. Chief of the National Guard Bureau Instruction 1300.01, 16 July 2016, “Sexual Assault Prevention and Response Program”
- gg. Chief of the National Guard Bureau Instruction 0401.01, 06 January 2015, “National Guard Special Victim’s Counsel Program”
- hh. Chief of the National Guard Bureau Manual, 16 May 2018, “National Guard Complex Administrative Investigations Procedures”
- ii. Army Regulation 1-201, 25 February 2015, “Army Inspection Policy”
- jj. Army Regulation 15-6, 01 April 2016, “Procedures for Administrative Investigations and Boards of Officers”
- kk. National Guard Regulation 10-1, 22 November 2002, “Organization and Federal Recognition of Army National Guard Units”
- ll. Air Force Instruction 90-201 Air National Guard Supplement, 20 November 2018, “The Air Force Inspection System”
- mm. Air Force Policy Directive 90-2, 13 July 2018, “Inspector General—The Inspection System”
- nn. Air Force Policy Directive 90-3, 09 June 2016, “Inspector General—Complaints Resolution Program”
- oo. Air Force Mission Directive 50, 24 January 2014, "Air National Guard Readiness Center (ANGRC)"
- pp. Department of Defense Inspector General Guide, 18 April 2017, “Guide to Investigating Military Whistleblower Reprisal and Restriction Complaints”
- qq. The United States Army Inspector General School Guide, March 2020, “The Assistance and Investigations Guide”
- rr. The United States Army Inspector General School Guide, March 2020, “The Inspections Guide”
- ss. The United States Army Inspector General School Guide, March 2020, “The Inspector General Reference Guide”
- tt. The United States Army Inspector General School Guide, March 2020, “Intelligence Oversight Guide”
- uu. The United States Army Inspector General School Guide, March 2020, “The Organizational Inspection Program Guide for Commanders”

vv. The United States Army Inspector General School Guide, March 2020, “The Teaching and Training Guide”

ww. Secretary of the Air Force Office of the Inspector General Complaints Resolution Directorate Guide, 18 February 2016, “Commander Directed Investigation Guide”

xx. Secretary of the Air Force Office of the Inspector General Complaints Resolution Directorate Guide, 25 March 2020, “Air Force Complaints Resolution Supplemental Guide (SAF/IGQ)”

yy. Secretary of the Air Force Office of the Inspector General Complaints Resolution Directorate Guide, June 2016, “Inspector General Guide for Investigating Officers (SAF/IGQ)”

zz. Department of Defense Inspector General website, “DoD IG Hotline,” <http://www.dodig.mil/hotline> (accessed on 4 May 2020)

aaa. Air Force Inspector General website, “Air Force Case Tracking System,” <https://acts.hq.af.mil> (accessed on 4 May 2020)

bbb. Air Force Investigating Officer Training registration website, “Advanced Distributed Learning Service,” <https://golearn.adls.af.mil/login.aspx> (accessed on 4 May 2020)

ccc. Air National Guard website “Air National Guard Inspector General Training Course,” <https://cs2.eis.af.mil/sites/10161/ngb/ANG%20IGI%20Share/ANG%20IGTC%20Procedures/Forms/AllItems.aspx> (accessed on 4 May 2020)



## GLOSSARY

### PART I. ACRONYMS

ANG	Air National Guard
ANGRC	Air National Guard Readiness Center
ARNG	Army National Guard
CNGB	Chief of the National Guard Bureau
DAIG	Department of the Army Inspector General
DANG	Director of the Air National Guard
DARNG	Director of the Army National Guard
DoD	Department of Defense
DSO	Director of Space Operations
IAW	In accordance with
IG	Inspector General
IGTC	Inspector General Training Course
IO	Intelligence oversight
NG	National Guard
NG JFHQs-State	National Guard Joint Force Headquarters–State
NGB	National Guard Bureau
NGB-DS	National Guard Bureau Director of Staff
NGB-IG	National Guard Bureau Inspector General
SAF/IGQ	Air Force Inspector General Complaints Resolution Office
SAF/IGS	Air Force Senior Official Inquiries Directorate
SES	Senior executive service
TAG	The Adjutant General
TIG	The Inspector General
TIGS	The U.S. Army Inspector General School
WBR	Whistleblower reprisal

### PART II. DEFINITIONS

**Adverse Action**—Any personnel action, administrative or judicial, that takes away an entitlement, results in an entry or document added to the affected person’s official personnel records that boards or superiors could consider negative, or permits the affected person to rebut or appeal the action.

**Allegation**—A statement or assertion of wrongdoing by an individual. An allegation normally contains four essential elements: who, improperly, did or failed to do what, in violation of an established standard. The inspector general refines allegations based upon evidence gathered during the course of an investigation or inquiry.

**Appointing Authority**—An Air Force term for the singular authority to direct inspector general investigations, appoint investigating officers, and approve reports of investigations directed under their authority and of equal or greater rank than subjects or suspects being investigated. Appointing authorities include The Adjutants General, the Commanding General of the District of Columbia, The Assistant Adjutant General for Air, National Guard Bureau, Joint Force Headquarters Center, and wing inspectors general if designated in writing by their commander. The Army uses the term “directing authority” for inspector general investigations and the term “appointing authority” for the Army equivalent of an Air Force commander directed investigation.

**Automated Case Tracking System**—An Air Force inspector general tool used to capture all inspector general investigative and administrative activity. It is the primary data collection tool for inspectors general at all levels. Inspectors general create an entry in the system for any action defined as an investigation, referral, assist, records release, review, dismissal, rebuttal, or transfer. The User’s Manual provides specific instructions for using the Automated Case Tracking System.

**Certificate of Eligibility**—Issued by the Chief of the National Guard Bureau to an individual nominated to and found by a board to be qualified for Federal recognition and appointment in a specific grade and confirmed by Congress. A certificate of eligibility is valid for two years.

**Command Inspector General**—The senior, detailed inspector general of a modified table of organization and equipment or table of distribution and allowances organization of the active Air Force, Army, Army National Guard, or United States Army Reserve. The command inspector general works directly for the commander, who is normally a commanding general, installation commander, State Adjutant General, or director of an organization. Command Inspectors General in States are often called command, State, or Joint Force Headquarters Inspectors General.

**Complainant**—Any person or organization submitting a Department of the Army Form 1559 (Inspector General Action Request), Air Force Form 102 (Inspector General Complaint Form), or a complaint by other means to an Inspector General. The person can be a Soldier, Airman, family member, member of another Service, Government employee, or member of the general public. The organization can be any public or private entity.

**Complaint**—An expression of dissatisfaction or discontent with a process or system or the specific behavior of an individual. Complaints often contain both issues and allegations.

**Directing Authority**—An official who has authority to direct an inspector general investigation or inspection. At the Department of the Army, the

directing authorities are the Secretary of the Army, the Under Secretary of the Army, the Chief of Staff of the Army, the Vice Chief of Staff of the Army, and the Inspector General. Commanders or directors who are authorized detailed inspectors general on their staffs may direct inspector general investigations and inspector general inspections within their commands. A directing authority may not delegate that authority, but may delegate in writing report-approval authority to a deputy commander or director. Although command and State Inspectors General may direct inspector general investigative inquiries, they are not considered directing authorities.

**Federal Interest**—As used in this instruction, those areas in which the Federal Government has legitimate concern. By definition, if the matter is not of Federal interest, it is a matter of State interest. In the abstract, the role of the active Army Inspector General in Army National Guard matters is relatively simple. If the issue is of Federal interest, the active Army Inspector General may inspect, investigate, or assist. If the issue is not a matter of Federal interest, the active Army Inspector General cannot act.

**Founded**—The final disposition used when the inspector general’s inquiry into the matter determined that an issue had merit and required resolution.

**Functional Manager**—National Guard Bureau office having functional responsibility for National Guard position descriptions. This includes those located in the Joint Forces Headquarters, Army National Guard Headquarters, and Air National Guard Headquarters.

**Inspector General Action Request**—An Army complaint or request for information or help presented or referred to an inspector general. An Inspector General Action Request may be submitted via multiple means, including in person, over the telephone, in writing, by email, or through a Department of Defense Hotline.

**Inspector General Action Request System**—An Army database that provides an automated means of recording, storing, and analyzing data pertaining to inspector general casework.

**Inspector General Mission (Air Force)**—The Inspector General of the Air Force independently assesses the readiness, discipline, and efficiency of the Air Force and is responsible to the Secretary and Chief of Staff for Air Force inspection policy, intelligence oversight, criminal investigations, counterintelligence operations, the complaints resolution program, the Air Force Inspection Agency, and the Air Force Office of Special Investigations.

**Inspector General Mission (Army)**—The mission of the Army Inspector General is to provide impartial, objective, and unbiased advice and oversight to the Army through relevant, timely, and thorough inspections, assistance,

investigations, and training to promote and enable stewardship, accountability, integrity, efficiency, good order & discipline and enhance total Army readiness.

**Inspector General Records**—Any written, recorded, or electronic media information gathered and produced by an inspector general. These include any correspondence or documents received from a witness or a person requesting assistance; inspector general reports of inspection, inquiry, and investigation; Inspector General Network or other computer automated data processing files or data; and the Department of the Army Form 1559 when entries are made on either page of the form. Inspector general records may contain documents that an inspector general did not prepare.

**Investigating Officer**—In accordance with reference q, the investigating officer must be a field grade officer, senior noncommissioned officer, or Air Force civilian with a substantial breadth of experience, exceptional maturity, and demonstrated sound judgment. To support investigating officer impartiality and independence, there must be at least one level of command between the investigating officer and the complainant, and there must also be at least one level of command between the investigating officer and person(s) who are the subject(s) of the allegation(s), or the investigating officer must be separated by organizational assignment from the complainant, and the investigating officer must also be separated by organizational assignment from the person(s) who are the subject(s) of the allegation(s).

**Issue**—A complaint, request for information, or request for assistance to the inspector general that does not list a “who” as the violator of a standard or policy.

**Not Substantiated**—A conclusion drawn by an inspector general or investigating officer at the close of an investigative inquiry or investigation when the preponderance of credible evidence suggests that the subject or suspect did not do what was alleged in the allegation.

**Proponent**—The directorate responsible for initiating, developing, coordinating, approving content, and issuing a publication, as well as identifying a publication for removal. The proponent is also responsible for providing formal National Guard responses and positions to external taskings and requests for information.

**Regular Army or Air Force Officer**—Standard term for the National Guard Joint Force Headquarters-State Inspectors General, assigned to each State, Territory, or the District of Columbia per agreement between the Secretaries of the Army and the Air Force as authorized by law. The Army also refers to Regular Army personnel as Active Component or Compo 1. Title 32 United States Code Section 315, “Detail of regular members of Army and Air Force to duty with National Guard,” paragraph (a), states, “The Secretary of the Army shall detail

commissioned officers of the Regular Army to duty with the Army National Guard of each State, the Commonwealth of Puerto Rico, the District of Columbia, Guam, and the Virgin Islands. The Secretary of the Air Force shall detail commissioned officers of the Regular Air Force to duty with the Air National Guard of each State, the Commonwealth of Puerto Rico, the District of Columbia, Guam, and the Virgin Islands.”

**Senior Officials**—General officers (Active, National Guard, and Reserve Components), colonels selected for promotion to brigadier general (National Guard colonels selected by a Federal Recognition Board to receive a certificate of eligibility), retired general officers, and current or former civilian employees of the Department of Defense or senior executive service, or those persons in equal positions and comparable to political appointees.

**State Inspector General**—The active Air Force or Army senior inspector general (normally a colonel or lieutenant colonel) of a State, Commonwealth, Territory, or the District of Columbia. The State Inspector General is the State’s command inspector general and works directly for The Adjutant General. The State Inspector General may also be referred to as Command Inspector General or Joint Force Headquarters Inspector General.

**Substantiated**—Conclusion drawn by an inspector general at the close of an investigative inquiry or investigation when the preponderance of credible evidence suggests that the subject or suspect actually did what was alleged.

**Triangle of Confidentiality**—A triangle formed by the complainant, the inspector general, and the inspector general’s commander. The triangle signifies the inspector general’s responsibility to protect the identity of the complainant to the greatest extent possible while serving as an extension of the commander. The triangle does not imply that the inspector general will make total disclosure of all sources of information or that the inspector general can make total disclosure to all parties involved in the triangle. The intent behind the triangle is threefold: to protect privacy, maintain confidence in the inspector general system, and minimize the risk of reprisal.

**Unfavorable Information**—Any credible, derogatory information that may reflect on an individual’s character, integrity, trustworthiness, or reliability.