



**DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)**

2 July 2020

MEMORANDUM FOR HOLM CENTER COMMANDERS

FROM: Holm Center/CC

SUBJECT: Holm Center Policy - Inspector General (IG) Reporting Requirements for Holm Center Commanders for All Officers Below the Grade of Brigadier General

1. This memo is to establish the policy, in accordance with AFI 90-301, *Inspector General Complaints Resolution*, for all Holm Center commanders to report initiation of Commander-Directed Investigations (CDI) on any officer and the issuance of adverse action on field grade officers to the Holm Center IG.
2. All Holm Center personnel are required to report any incidents that are inconsistent with our Air Force values and standards, including student hazing and maltreatment. However, Holm Center students sometimes erroneously characterize valid and authorized training procedures as inappropriate instructor behavior. When an allegation involves an officer, commanders may elect to conduct a prompt informal investigation without reporting subject officers if the allegation appears to be frivolous. However, IAW AFI-90-301, commanders will immediately notify the Holm Center IG if any of the following occur:
 - a. At the start of any Commander-Directed Investigation (CDI) when an officer is named as the subject.
 - b. At the conclusion of a Commander-Directed Investigation (CDI) when an officer was named as the subject, whether substantiated or not.
 - c. A field grade officer is administered adverse command action such as LOCs, LOAs, LORs, or Article 15s for any reason, with or without an investigation.
3. Emphasis from you to your subordinate commanders will go a long way to ensure we capture and report necessary information as required by DoD Instruction 1320.04 and AFI 90-301. If you have any questions or concerning this process, please feel free to contact Lt Col David Cortez, Inspector General, Holm Center at (334) 953-8825 or david.cortez.9@us.af.mil.

LESLIE A. MAHER
Brigadier General, USAF
Commander

Attachment:
Notification Memo for Reporting