



Holm Center Inspector General



1. What types of complaints are appropriate?

A violation of law, policy, procedures, instructions, or regulations; an injustice; abuse of authority, inappropriate conduct, or misconduct (as defined in Air Force Instruction 90-301); and a deficiency or like condition.

The Inspector General Complaints Resolution Program should not be used for matters normally addressed through other established grievance or appeal channels, unless there is evidence those channels mishandled the matter or process. If a policy directive or instruction provides a specific means of redress or appeal of a grievance, complainants must exhaust those procedures before filing an IG complaint. Complainants must provide relevant evidence that the process was mishandled or handled prejudicially before the IG will process a complaint of mishandling.

Mere dissatisfaction or disagreement with the outcome or findings of an alternative grievance or appeal process is not a sufficient basis to warrant an IG investigation. If you are unsure of whether your concern warrants filing an IG complaint, please contact the Holm Center IG office for guidance.

2. How can I submit a complaint?

Submit an AF Form 102 to the Holm Center IG office. Allegations should address the following questions:

- Who committed the violation?
- What violation was committed?
- What law, regulation, procedure, or policy was violated?
- When did the violation occur?

An example of a correctly written allegation is: Lt Col Smith misused a government vehicle on/about 18 Nov 2019 by utilizing a government contract vehicle and government contract driver as transportation to the local airport for personal business, in violation of AFI 24-301, Vehicle Operations.

If you are unsure of the standard that was violated, but think "it has to violate something," include all relevant facts and the Holm Center IG office will research the standard as part of their complaint analysis process. If you don't have a complaint, but need help and don't know where to go, contact the IG and we will provide you assistance or refer you to an agency that can assist.

We do accept anonymous complaints and give them the same weight as complaints by identified members. We cannot confirm receipt or provide the outcome of anonymous complaints. The major drawback to anonymous report is the information provided typically does not provide adequate detail to conduct a thorough investigation.



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3. When do I file an IG complaint?

IG complaints are normally not accepted more than 60 days after the complainant learned of the wrongdoing. However, if your complaint is more than 60 days old, include the reasons why you were unable to file a complaint within the 60-day period. We will address issues older than 60 days if the complainant provides clear justification for the delay and/or there is a compelling Air Force interest. However, delays in submitting the complaint can affect the availability of relevant evidence and the quality of recollection by witnesses.

4. Will filing an IG complaint prevent a personnel action from being taken against me?

Filing an IG complaint will not delay or prevent completion of any command actions such as reassignment, denial of reenlistment, retirement, discharge, or nonjudicial punishment. The IG system is merely an investigative body which has no authority to place individuals on administrative hold or take corrective action; only commanders can do this.

5. What is Restriction?

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.

6. What is Reprisal?

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.

7. What is Protected Communication?

A communication in which a member of the Armed Forces communicates information that the member reasonably believes evidences a violation of law or regulation, including a law or regulation prohibiting sexual harassment or unlawful discrimination, gross mismanagement, a gross waste of funds or other resources, an abuse of authority, or a substantial and specific danger to public health or safety, when such communication is made to any of the following (this list is not all inclusive): Members of Congress and/or an IG, Personnel assigned to DoD audit, inspection, investigation, law enforcement, equal opportunity (EO), safety, or family advocacy organizations, any person in the member's chain of command, The CMSgt of the AF, CCM's, Gp/Sq Superintendents or First Sergeants.