

Headquarters U.S. Air Force

Integrity - Service - Excellence

Collection of Adverse Information



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Background / Purpose

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- **Senate Armed Services Committee requires adverse info on O-6s going up for O-7 selection**
 - **Covers 10 years prior to the selection board for O-7 and to the date of the last Senate confirmation for O-8, as required by DoDI 1320.4**
- **DoD tasked RAND National Defense Research Institute (NDRI) to identify flow of Adverse Information**
- **DoD and RAND co-chaired an Adverse Information Working Group (AIWG)**
 - **Members of AIWG included: A1, IG, JA and GC from all Services**
 - **Determined there was a gap in finding adverse info over 10 yr period**
 - **Substantiated findings go away after two years (CDI, etc.)**
- **All Services approved 10 year tracking of adverse information**
 - **Air Force is using IG tracking system (ACTS) to collect adverse info (same system used for Senior Official Unfavorable Information File collection)**



What is Adverse Information?

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- **Substantiated finding or conclusion from an officially documented investigation or inquiry such as a CDI, EO inquiry, Accident Investigation Board, Clinical Privileges Peer Review, etc**
- **Any credible information of an adverse nature**
 - **Resolved and supported by preponderance of evidence**
 - **Though credible these are not considered adverse:**
 - **Motor vehicle violations that did not require a court appearance**
 - **Minor infractions without negative effect on an individual or the good order and discipline of the organization**
- **Any documented adverse actions such as LOC, LOA, LOR, Art 15, UCMJ, KCMJ, Technician Discipline Actions, etc. (Does not include items in an OSR such as info on an OPR)**



Method of Collection

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- **Notification Requirements:**
 - **O-7s and up: IG will notify SAF/IGS when allegations are made**
 - **O-6s: IG will notify SAF/IGQ when allegations are made and again when case closes (even if not substantiated)**
 - **O-4/5s: IG will notify SAF/IGQ only when case closes with a substantiated finding and/or adverse actions (final LOR, etc.) are finalized**
- **Documents required by SAF/IGQ:**
 - **Copy of ROI/CDI (case file and all attachments)**
 - **Copy of legal review (if accomplished)**
 - **Copy of the command action (e.g. Article 15s, KCMJ, LORs, LOCs, LOAs, memo counseling subject, or a memo documenting verbal counseling)**
 - **Copy of any rebuttal or statement provided by the subject**

If no documentation is available CC will provide a MFR outlining how the allegations were addressed



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Commander, EEO, EO and HRO Responsibilities

- All commanders must submit CDI reports with substantiated findings against an O-4 or above through their Wing IG. In turn, the Wing IG will forward documentation to JFHQ IG for storage and collection.
- Whether a CDI was conducted or not, any and all adverse information on O-4s and above, must be forwarded through the Wing IG to JFHQ IG for collection. JFHQ staff will forward information directly to JFHQ IG office.
- Important Note: The IG will not normally scrutinize any CDIs or adverse information. We are simply the designated collection agency for such information.



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**Please do not hesitate to contact us with
any questions or concerns.**

JFHQ-IG

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