

# ***Headquarters U.S. Air Force***

---

*Integrity - Service - Excellence*

## **Collection of Adverse Information on O-4s/O-5s**



**U.S. AIR FORCE**

---

**Major Julie Burns  
Joint Forces Headquarters  
Kansas National Guard  
Inspector General Office  
785-274-1483/DSN 720-8483**



# Background / Purpose

**U.S. AIR FORCE**

---

- **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?

**U.S. AIR FORCE**

---

- **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**



# Method of Collection

**U.S. AIR FORCE**

---

- **Notification Requirements:**
  - **O-6s:** The IG will notify SAF/IGQ when allegations are made and again when case closes (even if not-substantiated)
  - **O-4/5s:** The 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 available, provide the following:**
  - **A MFR signed by CC outlining how the allegations were addressed**



U.S. AIR FORCE

# 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. CDIs closed after 1 January 2012 must be given to the IG.
- 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.



**U.S. AIR FORCE**

---

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

**JFHQ-IG**

MAJ Kyle Chansler

[kylet.t.chansler@us.army.mil](mailto:kylet.t.chansler@us.army.mil)

DSN: 720-8022 / Com: (785) 274-1022

Maj Julie Burns

[julia.l.burns.mil@mail.mil](mailto:julia.l.burns.mil@mail.mil)

DSN: 720-8483 / Com: (785) 274-1483

Ms. Susan Hicks

[susan.hicks3@us.army.mil](mailto:susan.hicks3@us.army.mil)

DSN: 720-8020 / Com: (785) 274-1020

**184<sup>th</sup> IW IG**

Lt Col Tim Smith

[timothy.smith@ang.af.mil](mailto:timothy.smith@ang.af.mil)

DSN: 743-7017 / Com: (316) 759-7017

**190<sup>th</sup> ARW IG**

Lt Col Steve Thomas

[steven.thomas@ang.af.mil](mailto:steven.thomas@ang.af.mil)

DSN: 720-4270 / Com: (785) 861-4270