

**BY ORDER OF THE COMMANDER  
AIR FORCE SPACE COMMAND**



**AIR FORCE INSTRUCTION 90-301  
1 APRIL 1999  
AIR FORCE SPACE COMMAND  
Supplement 1  
3 APRIL 2000**

**Command Policy**

**INSPECTOR GENERAL COMPLAINTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement implements and extends the guidance of **Air Force Instruction (AFI) 90-301, *Inspector General Complaints***. It describes AFSPC's procedures for use in conjunction with the basic AFI. This supplement applies to all AFSPC organizations. It does not apply to Air Force Reserve Command nor Air National Guard units.

1.2.3. Appointed IG representatives at GSUs do not have any IG investigating authority. Their primary purpose is to act as a point of contact for the appropriate wing IG on inspector general issues.

**1.20.1.1.1. (Added)** The credibility of the IG system depends on the employment, development, and progression of highly qualified officers who have displayed exceptional leadership ability, judgement and decision-making skills, maturity and integrity to handle sensitive matters and the IG fact-finding process. Installation Inspectors General should meet Air Force Space Command's standards to be an organization commander. Therefore, the assignment process should be based on a "nominate and select" philosophy.

**1.20.1.1.2. (Added)** Installation Inspectors General are expected to complete a tour of duty as an IG consistent with normal Air Force tour lengths.

1.26. Fax or mail all allegations of wrongdoings or adverse information against a Senior Official to HQ AFSPC/IGQ, 125 E. Ent Avenue, Peterson AFB CO 80914-1281, using Figure 1.1 in [AFI 90-301](#).

1.34.2.2. To enhance recognition, include a photo of the installation IG in the IG Complaint and FWA Program Poster.

2.26.1. Installation IGs may conduct investigations into members of the Wing/Group Commander's immediate staff if appointing authority has been delegated to the IG. Only if the commander retains appointing authority will the next higher level conduct the investigation.

2.48.2.1. Authorization for a member of the IG staff to conduct Category I investigations does not include administrative/secretarial personnel. Enlisted authorizations do not have investigative authority unless they are designated as investigative personnel.

3.2.2. Fax or mail all allegations of wrongdoing or adverse information against a Senior Official to HQ AFSPC/IGQ, 125 E. Ent Avenue, Peterson AFB CO 80914-1281, using Figure 1.1 in AFI 90-301.

3.34.1. HQ AFSPC/IGQ will provide final responses to complainants for IG investigations conducted as a result of congressional complaints. While installation IG offices may be designated as the focal point for receiving, controlling and processing congressional complaints, the majority of congressional complaints are functional area related. In these cases, the fact-finding, as well as preparation of the response, is the responsibility of the functional OPR. Only those Category I or II investigations that are conducted in accordance with AFI 90-301 should be reported to HQ AFSPC/IGQ for response. Mail or fax the Report of Investigation with all attachments and a draft proposed reply to HQ AFSPC/IGQ, 125 E. Ent Avenue, Peterson AFB CO 80914-1281.

4.9.2. Release authority for Air Force Space Command IG records is not delegated to installation IG level. Upon receipt of a Freedom of Information Act (FOIA) request, forward request (without records) through installation FOIA channels to 21 CS/SCXIF, and mail all responsive records directly to HQ AFSPC/IGQ, 125 E. Ent Avenue, Peterson AFB CO 80914-1281, in order to protect the privileged nature of the IG records.

RICHARD W. BALDWIN, Col, USAF  
Inspector General