DA Pam 385–61
Toxic Chemical Agent Safety Standards

DA Pam 600–69
Unit Climate Profile Commander's Handbook

DOD 1400.25–M
Department of Defense Civilian Personnel Manual (CPM)

DOD 5240.1–R
Procedures Governing the Activities of DOD Intelligence Components that Affect United States Persons

DOD 5400.7–R
DOD Freedom of Information Act Program

DOD 5500.7–R
Joint Ethics Regulation (JER)

DODD 1401.3
Reprisal Protection for Nonappropriated Fund Instrumentality Employees/Applicants

DODD 5100.77
DOD Law of War Program

DODD 5210.63
Security of Nuclear Reactors and Special Nuclear Materials

DODD 5405.2
Release of Official Information in Litigation and Testimony by DOD Personnel as Witnesses

DODD 5500.7
Standards of Conduct

DODD 5505.6
Investigations of Allegations Against Senior Officials of the Department of Defense

DODD 6490.1
Mental Health Evaluations of Members of the Armed Forces

DODD 7050.1
Defense Hotline Program

DODD 7050.6
Military Whistleblower Protection

DODI 6490.4
Requirements for Mental Health Evaluations of Members of the Armed Forces

FM 3–0
Operations

FM 25–100
Training the Force

FM 25–101
Battle Focused Training

FM 71–100
Division Operations

FM 100–5
Operations

FM 100–15
Corps Operations

IGNET Site Administrator Manual
Copies may be obtained by writing to The Inspector General (ATTN: SAIG–IR), 1700 Army Pentagon, Washington, DC 20310–1700.

IGARS Users Manual
Copies may be obtained by writing to The Inspector General (ATTN: SAIG–IR), 1700 Army Pentagon, Washington, DC 20310–1700.

IGNET Security Handbook
Copies may be obtained by writing to The Inspector General (ATTN: SAIG–IR), 1700 Army Pentagon, Washington, DC 20310–1700.

Inquiries and Investigations Guide
Copies may be obtained by writing to The Inspector General (ATTN: SAIG–TR), 1700 Army Pentagon, Washington, DC 20310–1700.

The Inspections Guide
Copies may be obtained by writing to The Inspector General (ATTN: SAIG–TR), 1700 Army Pentagon, Washington, DC 20310–1700.

NGR 10–2
State Area Command, Army National Guard. Obtain from Internet site www.ngbpdc.ngb.army.mil.

NGR 20–10/ANGI 14–101
Inspector General Intelligence Oversight Procedures. Obtain from Internet site www.ngbpdc.ngb.army.mil.

NGR (AR) 600–5
The Active Guard/Reserve (AGR) Program, Title 32, Full-time National Guard Duty (FTNGD). Obtain from Internet site: www.ngbpdc.ngb.army.mil.

NGR (AR) 600–21
Equal Opportunity Program in the Army National Guard. Obtain from Internet site www.ngbpdc.ngb.army.mil.

NGR 600–22
National Guard Military Discrimination Complaint System Obtain from Internet site www.ngbpdc.ngb.army.mil.

NGR 600–23
Nondiscrimination in Federally Assisted Programs. Obtain from Internet site www.ngbpdc.ngb.army.mil.

NGR (AR) 600–100
Commissioned Officers—Federal Recognition and Related Personnel Actions. Obtain from Internet site www.ngbpdc.ngb.army.mil.

NGR 635–101
Efficiency and Physical Fitness Boards. Obtain from Internet site www.ngbpdc.ngb.army.mil.

Section III
Prescribed Forms

DA Form 1559
Inspector General Action Request. (Prescribed in paras 4–2 and 4–10.)

DA Form 5097
The Inspector General Oath. (Prescribed in para 2–5.))

DA Form 5097–1
Inspector General Oath (Non-IG). (Prescribed in para 2–5.))

DA Form 5097–2
Inspector General Oath (Acting IG). (Prescribed in para 2–5.))

DA Form 7433
Privacy Act Information Release. (Prescribed in para 4–2.))

Section IV
Referenced Forms

DA Form 2A
Personnel Qualification Record, Part I—Enlisted Peacetime

DA Form 2–1
Personnel Qualification Record, Part II

DA Form 11–2
Management Control Evaluation Certification Statement

DA Form 3881
Rights Warning Procedure/Waiver

Appendix B
Army Management Control Evaluation Checklist

B–1. Function
The management control function covered by this checklist is Inspector General Operations.

B–2. Purpose
The purpose of this checklist is to assist assessable unit managers and management control administrators in evaluating the key management controls identified below. It is not intended to address all controls.

B–3. Instructions
Answers must be based on the actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These controls must be formally evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2, Management Control Evaluation Certification Statement.

B–4. Test questions
a. Training.

(1) Has the Inspector General Course been completed by all detailed and assistant IGs, and temporary assistant IGs serving longer than 180 days?

(2) Is there a training program in place that ensures that a detailed IG trains acting inspectors general?

(3) Are there procedures in place to ensure that all personnel assigned IG duties are properly trained and utilized?

(4) Are procedures in place to ensure that administrative support employees are not performing IG functions?

b. Inspections.

(1) Are IG inspections planned and integrated into the unit's Organizational Inspection Program (OIP)?

(2) Are IG inspections oriented toward systemic issues and designed to determine the root causes of any noted problems or deficiencies?

(3) Is the IG "teach & train" function utilized as part of the inspection process?

(4) Are the results of IG inspections provided as feedback to all affected personnel and organizations?

(5) Are IG inspectors provided sufficient "train up" for all inspections?

(6) If required, are inspection teams augmented with subject matter experts?

(7) Are technical inspections conducted in accordance with applicable regulations and within the required time frame?

(8) Are procedures in place to ensure that followup is conducted?

c. Intelligence oversight.

(1) Has the IG identified all intelligence organizations subject to intelligence oversight inspection by the command?

(2) Is intelligence oversight included as part of the command's Organizational Inspection Program?

(3) Are there procedures for determining if intelligence and supporting SJA personnel of organizations understand and comply with the procedures in AR 381–10, U.S. Army Intelligence Activities?

(4) Are procedures in place for determining if all intelligence personnel are trained in intelligence oversight upon initial assignment and periodically thereafter?

(5) Are questionable activities and Federal crimes committed by intelligence personnel reported as required under AR 381–10?

(6) Are procedures in place to ensure that followup is conducted?

d. Investigations.

(1) Are procedures in place to ensure that all IG investigations and inquiries are performed in accordance with applicable regulations and with proper authority?

(2) Are allegations against any senior official (GO or SES) forwarded to HQDA (SAIG–IN) in accordance with established standards?

(3) Are allegations against officers in the grades of major to colonel forwarded to HQDA (SAIG–AC) within established standards?

(4) Are the procedures outlined in AR 20–1 adhered to during the course of an investigation or inquiry?

(5) Is all evidence and other information collected properly marked and safeguarded?

(6) When necessary, are individuals advised of their rights and afforded due process?

(7) Are all Reports of Investigation or Investigative Inquiry prepared and distributed in accordance with AR 20–1?

(8) Is a written legal review provided by SJA on all investigations and inquiries when required?

(9) Is a directive for investigation obtained when required?

(10) Are all notifications made as outlined in AR 20–1 and the DAIG Assistance and Investigations (A&I) Guide?

(11) Does the organization complete whistleblower reprisal investigations in accordance with DODD 7050.6, Military Whistleblower Protection?

(12) Does the organization comply with DODD 6490.1, Mental Health Evaluations of the Armed Forces, when conducting inquiries into allegations concerning mental health evaluations?

e. Assistance.

(1) Is the IG "teaching and training"function utilized with the IG assistance function?

(2) Are requests for assistance that fall under another agency's purview referred as appropriate?

(3) Are requests for assistance analyzed to identify any systemic issues or trends?

(4) Are procedures in place to ensure that IGs follow up on assistance requests?

f. Information resources.

(1) Is automation equipment properly accounted for and is it operational?

(2) Has correct information been provided to DAIG (SAIG–IR) reference local IG automation resources?

(3) Does the IG office have a trained site administrator?

(4) Is all required data from investigation and assistance cases entered into the Inspector General Action Request System (IGARS) database?

(5) Are procedures in place to ensure that IGNET security (both physical and data) is maintained?

(6) Are procedures in place to safeguard and protect IG files and information?

(7) Are IG files and documents properly marked, stored, and disposed of in accordance with applicable regulations?

g. Legal.

(1) Are IG records released under the Freedom of Information Act (FOIA) or For Official Use Only (FOUO) as authorized? (Applies to DAIG only.)

(2) Are all FOIA requests received by field IG offices transferred to SAIG–ZXR (DAIG Records Release Office) for action?

B–5. Supersession

This checklist replaces the checklist previously published in DA Circular 11-series.

B–6. Comments

Submit comments to make this a better tool for evaluating management controls to The Inspector General (ATTN: SAIG–OP).

Appendix C
Nomination Procedures

For Active Army assignments as detailed IGs, assistant IGs, or temporary assistant IGs for more than 180 days, nominations are made by PERSCOM, either as a result of the requisition process, or of the identification of a local nominee by the commander or IG. For USAR AGR assignments as detailed IGs or assistant IGs, nominations are made by AR–PERSCOM as a result of the requisition process.

C–1. Local nomination

When a local nomination is made, a nomination message will be sent by the requisitioning authority to PERSCOM. For enlisted soldiers in the grades of sergeant first class or master sergeant, a message will be addressed to PERSCOM, ATTN: TAPC–EPM–A, and for master sergeants who are on an existing promotion list and sergeants major, to PERSCOM, ATTN: TAPC–EPZ–E. For commissioned officers and WOs, the message address is PERSCOM, ATTN: TAPC–OP and the appropriate career branch office symbol. The Military Personnel Branch, USAIGA (HQDA) (SAIG–OP), and the appropriate field PERSCOM and MACOM will be the only information addressees on the message.

C–2. Information for local nomination

A local nomination message will contain the following information:

a. Name, grade, social security number (SSN), military occupational specialty (MOS), or specialty code and branch of nominee.

b. Unit and position for which nominated, TDA paragraph and line number, or temporary position and length of TDY assignment.

c. Identification of incumbent, if any.

d. Point of contact.

C–3. Procedure for local nomination message

Upon receipt of a local nomination message, or when originating a nomination, PERSCOM will prepare and forward to DAIG a nomination packet that will include performance fiche (P-fiche); service fiche (S-fiche); photograph; officer record brief (ORB) with current height and weight data or DA Form 2–1 (Personnel Qualification Record-Part II) and DA Form 2A (Personnel Qualification Record, Part I–Enlisted Peacetime) with current height and weight data, and general test scores; physical profile and Army Physical Fitness Test pass or fail data.

C–4. Assignments of RC soldiers

a. For assignment of a USAR soldier as a detailed IG, assistant IG, or temporary assistant IG, the nomination packet will be sent to the appropriate headquarters with recommendations, through the U.S. Army Reserve Center (USARC) (ATTN: AFRC–IGA); U.S. Army Forces Command (FORSCOM) (ATTN: FCIG), to The Inspector General (ATTN: SAIG–OP), 1700 Army Pentagon, Washington, DC 20301–1700. Nominations will be forwarded through the chain of command with recommendations.

b. For AGR ARNGUS commissioned officers, the nomination packet will be sent to Chief, National Guard Bureau (ATTN: NGB–IG), 2500 Army Pentagon, Washington, DC 20310–2500.

c. For U.S. Army Special Operations Command (USASOC) RC soldiers, nomination packets will be sent through USACAPOC (ATTN: AOCP–IG) and USASOC (ATTN: AOIG), Fort Bragg, NC 28307–5200, to The Inspector General (ATTN: SAIG–ZA), 1700 Army Pentagon, Washington, DC 20310–1700. Both USAR and AGR ARNGUS nomination packets will contain the same information as in paragraph C–3. Hard copy efficiency reports may be substituted for P-fiche if the P-fiche is not available.

C–5. Clearance

Persons nominated for IG positions in the DA Intelligence Oversight Division must possess or be able to obtain a Top Secret security clearance based on a Single Scope Background Investigation. Assignment to the division constitutes agreement to undergo random Counterintelligence Scope Polygraph examination.

Appendix D
Procedures for Investigations of Allegations of Impropriety Against Senior Officials

D–1. Information reported to DAIG

All allegations of impropriety however received, to include criminal allegations, made against senior Army officials, wherever assigned, will be reported to the Investigations Division, DAIG, to arrive within 2 working days of discovery or receipt, by an Army organization or activity. The report will include the following information:

a. Name of senior official involved.
b. Rank or grade and duty position of senior official.
c. Organization and location of senior official.
d. Synopsis of the allegations and data received.
e. Names and duty positions of persons receiving the allegations.

D–2. Report to senior leadership of the Army organization

The notification may be a copy of a report sent to the senior leadership of the Army organization if the information in paragraphs D–1*a* through D–1*e* above is included.

Appendix E
Interview Guides

E–1. Required use of interview guides

Interview guides were developed to ensure not only the correct conduct of interviews but also to ensure the rights of individuals are protected. The guides are meant to be used verbatim and are constructed to meet IG and legal requirements for each category of individuals: witnesses, subjects, suspects, and recall interviews.

E–2. Text of interview guides

See the following figures for text:

a. Figure E–1, Pre-tape briefing guide.
b. Figure E–2, Witness interview guide.
c. Figure E–3, Recall witness interview guide.
d. Figure E–4, Subject interview guide.
e. Figure E–5, Recall subject interview guide.
f. Figure E–6, Suspect interview guide.
g. Figure E–7, Recall suspect interview guide.

The pre-tape briefing is part 1 of the interview process and sets the ground rules for the interview.

PRE-TAPE BRIEFING

USE YOUR OWN WORDS. BUT COVER EACH ITEM LISTED

1. Identify Investigators -- Show Military ID and IG Detail Card.

2. Show Directive.

3. Explain Investigative Procedure - "This is a four part interview..."

- PRE-TAPE briefing (doing now).
- Formal READ-IN. (Formality designed to ensure rights of individual fully explained and legal requirements are met.)
- Questioning.
- Formal READ-OUT.

4. Explain IG investigator's role

- Confidential fact-finders for directing authority.
- Collect and examine all pertinent evidence.
- Make complete and impartial representation of all evidence.
- No authority to make legal findings, impose punishment, or direct corrective action.
- Dual Role of IG:
  - Protect best interests of U.S. Army.
  - Establish truth of allegations or establish that allegations are not true and clear a person's good name. Anyone can make allegations.
- IG confidentiality:
- Protect the confidentiality of everyone involved but do not guarantee that protection.
  - Will not reveal sources of information.
  - Will not tell you to whom we have talked.
  - Will not tell you specific allegations being investigated (except for subjects and suspects).

5. Interview ground rules

- Sworn and recorded testimony. We normally take sworn and recorded testimony. Recorders improve accuracy.
- All answers must be spoken. Tape recorder cannot pick up nods or gestures.
- Classified information: If classified information comes up, we will discuss off tape first.
- Break procedures: Can go off tape at any time, but
- We never go off record.

Figure E–1 (PAGE 1). Pre-tape briefing guide

6. Release of your testimony

- The last question we ask you during the READ-OUT is whether you consent to release your testimony but not your personal identifying information, such as name, social security number, home address, or home phone number, to members of the public under the FOIA.
- FOIA allows members of the public to request Government records for unofficial purposes. It is your choice whether you want to protect your testimony from release outside the Federal Government.
- You will be asked to decide at the end of the interview if you consent to the release of your testimony but not your personal identifying information, such as name, social security number, home address, or home phone number (we do not infer anything from your answer).
- "NO" = Do not consent. "YES" = Do consent.
- Our report, INCLUDING YOUR TESTIMONY, will be used as necessary for official Government purposes and may be provided to the subject of any action that may result from information gathered in this inquiry/investigation if required by law or regulation or directed by proper authority.

7. *Privacy Act of 1974

- Disclosure of SSN is voluntary.
- Describes authority to ask for personal information.
- LET THEM READ PRIVACY ACT STATEMENT. Will refer to it during the formal read-in.

8. *Testimony Information Sheet (Header Sheet)

- Individual fills out first four (4) lines (name, grade, address, phone, SSN).
- Used by investigators for notes, acronyms, proper names, and so forth.
- Aids in preparing an accurate transcript.

9. Confirm Witness Status. (Refer to HQDA (SAIG-TR) for inquiries and investigations guidance.)

10. *Rights warning/waiver. EXECUTE DA FORM 3881 (When appropriate.)

11. Wrap-up

- Administrative procedure, not court of law.
- Can accept and use hearsay and opinion.
- We protect everyone's confidentiality but do not guarantee confidentiality. Your testimony may be released to the subject of any action that may result from information gathered in this inquiry/investigation if required by law or regulation or directed by proper authority.
- TO KEEP THIS CASE AS CONFIDENTIAL AS POSSIBLE YOU WILL BE ASKED NOT TO DISCUSS YOUR TESTIMONY WITH ANYONE WITHOUT OUR PERMISSION. NOTE:

* Provide interviewee with appropriate document.

** Privacy Act pertains to U.S. citizens and resident aliens only, unlike FOIA, which applies to the world.

Figure E–1 (PAGE 2). Pre-tape briefing guide—Continued

WITNESS INTERVIEW GUIDE

(BEGIN READ-IN. DO NOT USE YOUR OWN WORDS.)

1. *The time is* (state time). *This tape recorded interview is being conducted on* (date), *at* (location) (if telephonic, state both locations). *Persons present are the witness* (name), *the investigating officers*, (court reporters, attorney, union representative, others). *This* (investigation directed by/inquiry) *concerns allegations that*: (as stated in directive)

NOTE: If the investigation concerns classified information, inform witness that the report will be properly classified and advise witness of security clearances held by IG personnel. Instruct witness to identify classified testimony.

2. *An inspector general is an impartial fact-finder for the commander. Testimony taken by an IG and reports based on the testimony may be used for official purposes. Access is normally restricted to persons who clearly need the information to perform their official duties. In some cases, disclosure to other persons, such as the subject of an action that may be taken as a result of information gathered by this inquiry/investigation, may be required by law or regulation, or may be directed by proper authority. Upon completion of this interview, I will ask you whether you consent to the release of your testimony but not your personal identifying information, such as name, social number, home address, or home phone number, if requested by members of the public pursuant to the Freedom of Information Act.*

3. *Since I will ask you to provide your social security number to help identify you as the person testifying, I provided you a Privacy Act Statement.* (If telephonic, it may have been necessary to read the Privacy Act Statement.) *Do you understand it?* (Witness must state yes or no)

4. *You are not suspected of any criminal offense and are not the subject of any unfavorable information.*

5. *Before we continue, I want to remind you of the importance of presenting truthful testimony. It is a violation of Federal law to knowingly make a false statement under oath. Do you have any questions before we begin? Please raise your right hand so I may administer the oath.*

"Do you swear that the testimony you are about to give shall be the truth, the whole truth and nothing but the truth so help you God?"

NOTE: The witness should audibly answer, "yes" or "I do." If the witness objects to the oath, the word "swear" may be changed to the word "affirm," and the phrase "so help me God" may be omitted.

6. *Please state your*: (as applicable)

Name
Grade (Active/Reserve/Retired)
Position
Organization

Figure E–2 (PAGE 1). Witness interview guide

Social security number (voluntary)
Address (home or office)
Telephone number (home or office)
(END READ-IN)

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
7. Question the witness.

NOTE: (1) If during this interview the witness suggests personal criminal involvement, the witness must be advised of his rights using DA Form 3881, Rights Warning Procedure/Waiver Statement. Unless rights are waived, the interview ceases. If during the interview you believe the witness has become a subject, advise the witness that he or she need not make any statement that may incriminate the witness.

NOTE: (2) If during the interview it becomes necessary to advise a witness about making false statements or other false representations, read the following statement to the witness, as applicable:

7a. For active duty or USAR/ARNG personnel subject to UCMJ:

I consider it my duty to advise you that any person subject to the UCMJ who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing the same to be false, may be subject to action under the provisions of UCMJ, Art. 107. Additionally, under the provisions of the UCMJ, Art. 134, any person subject to the UCMJ who makes a false statement, oral or written, under oath, believing the statement to be untrue, may be punished as a court-martial may direct.

Do you understand? (Witness must state yes or no.)

7b. For USAR/ARNG and civilian personnel not subject to UCMJ:

I consider it my duty to advise you that under the provisions of section 1001, title 18, United States Code, whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by a trick, scheme, or device, a material fact, or makes any false, fictitious, or fraudulent statement or representation, shall be fined not more than $10,000 or imprisoned for not more than 5 years, or both. Additionally, any person who willfully and contrary to his oath testifies falsely while under oath may be punished for perjury under the provisions of section 1621, title 18, United States Code.

Do you understand? (Witness must state yes or no.)
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

(BEGIN READ-OUT)

8. *Do you have anything else you wish to present?*

9. *Who else do you think we should talk to, and why?*

Figure E–2 (PAGE 2). Witness interview guide—Continued

10. *We are required to protect the confidentiality of IG investigations and the rights, privacy, and reputations of all people involved in them. We ask people not to discuss or reveal matters under investigation. Accordingly, we ask that you not discuss this matter with anyone except your attorney, if you choose to consult one, without permission of the investigating officers.*

NOTE: Others present should also be advised against disclosing information.

11. *Your testimony may be made part of an official inspector general record. Earlier, I advised you that while access is normally restricted to persons who clearly need the information to perform their official duties, your testimony may be released outside official channels. Individual members of the public who do not have an official need to know may request a copy of this record, to include your testimony. If there is such a request, do you consent to the release of your testimony but not your personal identifying information, such as name, social security number, home address, or home phone number, outside official channels? (Witness must state "yes" or "no.")*

12. *Do you have any questions? The time is* (state time), *and the interview is concluded. Thank you.*
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

(END READ-OUT)

Figure E–2 (PAGE 3). Witness interview guide—Continued

RECALL WITNESS INTERVIEW GUIDE

(BEGIN READ-IN. DO NOT USE YOUR OWN WORDS.)

1. *The time is* (state time). *This tape recorded recall interview is being conducted on* (date) *at* (location) (if telephonic, state both locations). *The persons present are the witness* (name), *the investigating officers*, (court reporter, attorney, union representative, others). *This is a continuation of an interview conducted on* (date) *as part of an* (investigation directed by/inquiry) *concerning allegations of:* (as stated in directive)

NOTE: If the investigation concerns classified information, inform witnesses that the report will be properly classified and advise witnesses of security clearances held by IG personnel. Instruct witnesses to identify classified testimony.

2. *You were previously advised of the role of an inspector general, of restrictions on the use and release of IG records, and of the provisions of the Privacy Act. Do you have any questions about what you were previously told?* (Witness must state yes or no.).

3. *You were also informed you are not suspected of any criminal offense and are not the subject of any unfavorable information. During the previous interview, you were put under oath before giving testimony and were reminded it is a violation of Federal law to knowingly make a false statement under oath. You are still under oath.*

4. *For the record, please state your:* (as applicable.)

Name
Grade (Active, Reserve, Retired)
Position
Organization
Social security number (voluntary)
Address/Telephone (home or office)

(END READ-IN)

5. Question the witness.

NOTE: If during this interview the witness suggests personal criminal involvement, the witness must be advised of his rights using DA Form 3881, Rights Warning Procedure/Waiver Statement. Unless rights are waived, the interview ceases. If during the interview you believe the witness has become a subject, advise the witness that he or she need not make any statement that may incriminate the witness. See Witness Read-In Script for dealing with false statements.
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

(BEGIN READ-OUT)

6. *Do you have anything else you wish to present?*

Figure E–3 (PAGE 1). Recall witness interview guide

7. *Who else do you think we should talk to, and why?*

8. *We are required to protect the confidentiality of IG investigations and the rights, privacy, and reputations of all people involved in them. We ask people not to discuss or reveal matters under investigation. Accordingly, we ask that you not discuss this matter with anyone except your attorney, if you choose to consult one, without permission of the investigating officers.*

NOTE: Others present should also be advised against disclosing information.

9. *In our first interview, I advised you that your testimony may be made part of an official inspector general record and that while access is normally restricted to persons who clearly need the information to perform their official duties, any member of the public could ask the Inspector General for a copy of these records. You* (did/did not) *consent to the release of your testimony. Do you consent to the release of the testimony you gave today but not your personal identifying information, such as name, social security number, home address, or home phone number?* (Witness must state "yes" or "no.")

10. *Do you have any questions? The time is* (state time), *and this recall interview is concluded. Thank you.*
(END READ-OUT)
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Figure E-3 (PAGE 2). Recall witness interview guide—Continued

SUBJECT INTERVIEW GUIDE

(BEGIN READ-IN. DO NOT USE YOUR OWN WORDS)

1. *The time is* (state time). *This tape recorded interview is being conducted on* (date) *at* (location) (if telephonic, state both locations). *Persons present are* (subject's name), *the investigating officers,* (court reporters, attorney, union representative, others). *This* (investigation directed by/inquiry) *concerns allegations that:* (as stated in directive)

NOTE: If the investigation concerns classified information, inform subject that the report will be properly classified and advise subject of security clearances held by IG personnel. Instruct subject to identify classified testimony.

2. *An inspector general is an impartial fact-finder for the commander. Testimony taken by an IG and reports based on the testimony may be used for official purposes. Access is normally restricted to persons who clearly need the information to perform their official duties. In some cases, disclosure to other persons, such as the subject of an action that may be taken as a result of information gathered by this inquiry/investigation, may be required by law or regulation, or may be directed by proper authority. Upon completion of this interview, I will ask you whether you consent to the release of your testimony but not your personal identifying information, such as name, social number, home address, or home phone number, if requested by members of the public pursuant to the Freedom of Information Act.*

3. *Since I will ask you to provide your social security number to help identify you as the person testifying, I provided you a Privacy Act Statement.* (If telephonic, it may be necessary to have read the Privacy Act Statement.) *Do you understand it?*

4. *Although you are not suspected of a criminal offense, we have information that may be unfavorable to you. We are required to give you the opportunity to comment on these matters. However, you do not have to answer any question that may tend to incriminate you. The information is that:*

5. *Before we continue, I want to remind you of the importance of presenting truthful testimony. It is a violation of Federal law to knowingly make a false statement under oath. Do you have any questions before we begin? Please raise your right hand so I may administer the oath.*

"Do you swear that the testimony you are about to give shall be the truth, the whole truth, and nothing but the truth, so help you God?"

NOTE: The subject should audibly answer, "yes" or "I do." If the subject objects to ,the oath, the word "swear" may be changed to the word "affirm," and the phrase "so help me God" may be omitted.

6. *Please state your:* (as applicable)

Name
Grade (Active, Reserve, Retired)

Figure E–4 (PAGE 1). Subject interview guide

Position
Organization
Social security number (voluntary)
Address/Telephone (home or office)

(END READ-IN)
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

7. Question the subject.

NOTE: (1) If during this interview, the individual suggests personal criminal involvement, the individual must be advised of his rights using DA Form 3881, Rights Warning Procedure/Waiver Statement. Unless rights are waived, the interview ceases.

NOTE: (2) If, during the interview, it becomes necessary to advise a subject about making false statements or other false representations, read the following statement to the subject:

7a. For active duty or USAR/ARNG personnel subject to UCMJ:

I consider it my duty to advise you that any person subject to the UCMJ who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing the same to be false, may be subject to action under the provisions of UCMJ, Art. 107. Additionally, under the provisions of UCMJ, Art. 134, any person subject to the UCMJ who makes a false statement, oral or written, under oath, believing the statement to be untrue, may be punished as a court-martial may direct.

Do you understand? (Subject must state "yes" or "no.")

7b. For USAR/ARNG and civilian personnel not subject to UCMJ:

I consider it my duty to advise you that under the provision of section 1001, title 18, United States Code, whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by a trick, scheme, or device, a material fact, or makes any false, fictitious, or fraudulent statement or representation, shall be fined not more than $10,000 or imprisoned for not more than 5 years, or both. Additionally, any person who willfully and contrary to his oath testifies falsely while under oath may be punished for perjury under the provisions of section 1621, title 18, United States Code.

Do you understand? (Subject must state "yes" or "no.")

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

(BEGIN READ-OUT)

8. *Do you have anything else you wish to present?*

Figure E–4 (PAGE 2). Subject interview guide—Continued

9. *Who else do you think we should talk to, and why?*

10. *We are required to protect the confidentiality of IG investigations and the rights, privacy, and reputations of all people involved in them. We ask people not to discuss or reveal matters under investigation. Accordingly, we ask that you not discuss this matter with anyone except your attorney, if you choose to consult one, without permission of the investigating officers.*

NOTE: Others present should also be advised against disclosing information.

11. *Your testimony may be made part of an official inspector general record. Earlier, I advised you that while access is normally restricted to persons who clearly need the information to perform their official duties, your testimony may be released outside official channels. Individual members of the public, who do not have an official need to know, may request a copy of this record, to include your testimony. If there is such a request, do you consent to the release of your testimony but not your personal identifying information, such as name, social security number, home address, or home phone number, outside official channels? (Subject must state "yes" or "no.")*

12. *Do you have any questions? The time is* (state time), *and the interview is concluded. Thank you.*
(END READ-OUT)
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Figure E–4 (PAGE 3). Subject interview guide—Continued

RECALL SUBJECT INTERVIEW GUIDE

(BEGIN READ-IN. DO NOT USE YOUR OWN WORDS.)

1. *The time is* (state time). *This tape recorded recall interview is being conducted on* (date) *at* (location); (if telephonic, state both locations). *The persons present are* (subject's name), *the investigating officer*, (court reporter, attorney, union representative, others). *It is a continuation of an interview conducted on* (date) *as part of an* (investigation directed by/inquiry) *concerning allegations of.* (as stated in directive)

NOTE: If the investigation concerns classified information, inform subject that the report will be properly classified and advise subject of security clearances held by IG personnel. Instruct subject to identify Classified testimony.

2. *You were previously advised of the role of an inspector general, of restrictions on the use and release of IG records, and of the provisions of the Privacy Act. Do you have any questions about what you were previously told?* (Subject must state "yes" or "no.")

3. *You were also informed you are not suspected of any criminal offense. Therefore, I am not advising you of the rights to which such a person is entitled. I do want to remind you that you do not have to answer any question that may tend to incriminate you. You are reminded it is a violation of Federal law to knowingly make a false statement under oath.*

4. *Since our previous interview, our investigation has developed unfavorable information about which you have not yet had the opportunity to testify or present evidence. The unfavorable information is:*

5. *Earlier, we placed you under oath. You are advised you are still under oath.*

6. *For the record, please state your*: (as applicable)

Name
Grade (Active, Reserve, Retired)
Position
Organization
Social security number (voluntary)
Address/Telephone (home or office)

(END READ-IN)

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

7. Question the subject.

NOTE: See notes in Subject Read-In Script for dealing with false statements and Suspect Read-In Script for dealing with suggested criminal involvement.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

(BEGIN READ-OUT)

Figure E–5 (PAGE 1). Recall subject interview guide

8. *Do you have anything else you wish to present?*

9. *Who else do you think we should talk to, and why?*

10. *We are required to protect the confidentiality of IG investigations and the rights, privacy, and reputations of all people involved in them. We ask people not to discuss or reveal matters under investigation. Accordingly, we ask that you not discuss this matter with anyone except your attorney, if you choose to consult one, without permission of the investigating officers.*

NOTE: Others present should also be advised against disclosing information.

11. *In our first interview, I advised you that your testimony may be made part of an official inspector general record and that any member of the public could ask the Inspector General for a copy of these records. You* (did/ did not) *consent to the release of your testimony. Do you consent to the release of the testimony you gave today but not your personal identifying information, such as name, social security number, home address, or phone number?* (Subject must state "yes" or "no.")

12. *Do you have any questions? The time is* (state time), *and this recall interview is concluded. Thank you.*

(END READ-OUT)
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Figure E–5 (PAGE 2). Recall subject interview guide—Continued

SUSPECT INTERVIEW GUIDE

(BEGIN READ-IN. DO NOT USE YOUR OWN WORDS)

1. *The time is* (state time). *This tape recorded interview is being conducted on* (date) *at* (location) (If telephonic, state both locations). *Persons present are* (suspect's name), *the investigating officers,* (court reporters, attorney, union representative, others). *This* (investigation directed by/inquiry) *concerns allegations*: (as stated in directive)

NOTE: If the investigation concerns classified information, inform suspect that the report will be properly classified and advise suspect of security clearances held by IG personnel. Instruct suspect to identify classified testimony.

2. *An inspector general is an impartial fact-finder for the commander. Testimony taken by an IG and reports based on the testimony may be used for official purposes. Access is normally restricted to persons who clearly need the information to perform their official duties. In some cases, disclosure to other persons, such as the subject of an action that may be taken as a result of information gathered by this inquiry/investigation, may be required by law or regulation, or may be directed by proper authority. Upon completion of this interview, I will ask you whether you consent to the release of your testimony but not your personal identifying information, such as name, social number, home address, or home phone number, if requested by members of the public pursuant to the Freedom of Information Act.*

3. *Since I will ask you to provide your social security number to help identify you as the person testifying, I provided you a Privacy Act Statement.* (If telephonic, it may have been necessary to read the Privacy Act Statement.) *Do you understand it?* (Suspect must state "yes" or "no.")

4. *You are advised that you are suspected of the following allegations, which we want to question you about*:

(Advise suspect of general nature of all allegations made against him or her. Refer to action memorandum.)

5. *I previously advised you of your rights and you signed a DA 3881 waiver certificate.*

"Do you understand your rights?" (Suspect must state "yes" or 'no.")

"Do you agree to waive them at this time?" (Suspect must state "yes" or "no.")

6. *Before we continue, I want to remind you of the importance of presenting truthful testimony. It is a violation of Federal law to knowingly make a false statement under oath. Do you have any questions before we begin? Please raise your right hand so I may administer the oath.*

"Do you swear that the testimony you are about to give shall be the truth, the whole truth, and nothing but the truth, so help you God?"

Figure E–6 (PAGE 1). Suspect interview guide

NOTE: The suspect should audibly answer, "yes" or "I do." If the suspect objects to the oath, the word "swear" may be changed to the word "affirm," and the phrase "so help me God" may be omitted

7. *Please state your:* (as applicable)

Name
Grade (Active/Reserve/Retired)
Position
Organization
Social security number (voluntary)
Address/Telephone number (home or office)

(END READ-IN)
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

8. Question the suspect.

NOTE: If, during the interview, it becomes necessary to advise suspect about making false statements or other false representations, read the following statement to the suspect as applicable.

8a. For active duty or USAR/ARNG personnel subject to UCMJ:

I consider it my duty to advise you that any person subject to the UCMJ who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing the same to be false, may be subject to action under the provisions of UCMJ, Art. 107. Additionally, under the provisions of UCMJ, Art. 134, any person subject to the UCMJ who makes a false statement, oral or written, under oath, believing the statement to be untrue, may be punished as a court-martial may direct. Do you understand? (Suspect must state "yes" or "no.")

8b. For USAR/ARNG and civilian personnel not subject to UCMJ:

I consider it my duty to advise you that under the provisions of section 1001, title 18, United States Code, whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by a trick, scheme, or device, a material fact, or makes any false, fictitious, or fraudulent statement or representation, shall be fined not more than $10,000 or imprisoned for not more than 5 years, or both. Additionally, any person who willfully and contrary to his oath testifies falsely while under oath may be punished for perjury under the provisions of section 1621, title 18, United States Code. Do you understand? (Suspect must state "yes" or "no.")

NOTE: If, during this interview, the individual should become suspected of having committed an additional criminal offense, re-advise the suspect of his rights concerning the additional offense. The DA Form 3881 will be annotated and initialed by suspect and investigator(s).

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
(BEGIN READ-OUT)

Figure E–6 (PAGE 2). Suspect interview guide—Continued

9. *Do you have anything else you wish to present?*

10. *Who else do you think we should talk to, and why?*

11. *We are required to protect the confidentiality of IG investigations and the rights, privacy, and reputations of all people involved in them. We ask people not to discuss or reveal matters under investigation. Accordingly, we ask that you not discuss this matter with anyone except your attorney, if you choose to consult one, without permission of the investigating officers.*

Note: Others present should also be advised against disclosing information.

12. *Your testimony may be made part of an official inspector general record. Earlier, I advised you that while access is normally restricted to persons who clearly need the information to perform their official duties, your testimony may be released outside official channels. Individual members of the public who do not have an official need to know may request a copy of this record, to include your testimony. If there is such a request, do you consent to the release of your testimony but not your personal identifying information, such as name, social security number, home address, or home phone number, outside official channels?* (Suspect must answer "yes" or "no.")

13. *Do you have any questions? The time is* (state time), *and the interview is concluded. Thank you.*

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

(END READ-OUT)

Figure E–6 (PAGE 3). Suspect interview guide—Continued

RECALL SUSPECT INTERVIEW GUIDE

(BEGIN READ-IN. DO NOT USE YOUR OWN WORDS)

1. *The time is* (state time). *This tape recorded recall interview is being conducted on* (date)__________ *at* (location) (if telephonic, state both locations). The persons present are (suspect's name), *the investigating officers,* (court reporter, attorney, union representative, others). *It is a continuation of an interview conducted on* (date) *as part of an* (investigation directed by/inquiry) *concerning allegations of:* (as stated in directive)

NOTE: If the investigation concerns classified information, inform suspect that the report will be properly classified and advise suspect of security clearances held by IG personnel. Instruct suspect to identify classified testimony.

2. *You were previously advised of the role of an inspector general, of restrictions on the use and release of IG records, and of the provisions of the Privacy Act. Do you have any questions about what you were previously told?*

3. *During our previous interview, you were advised that you were suspected of:*

You were warned of your rights, and you signed a DA Form 3881 in which you consented to answer questions. I will show you that DA Form 3881 now. You are reminded it is a violation of Federal law to knowingly make a false statement under oath.

NOTE: Show DA Form 3881 to suspect.

4. *Since our previous interview, I have obtained new information about which you have not yet had the opportunity to comment.*

NOTE: If new information is criminal, re-advise the suspect of his rights and annotate/initial DA Form 3881. If new information is unfavorable, advise the suspect that he or she does not have to answer any question that may incriminate the suspect.

5. *Earlier, we placed you under oath. You are advised you are still under oath.*

6. *For the record, please state your:* (as applicable)

Name
Grade
Position
Organization
Social security number (voluntary)
Address/Telephone (home or office)

(END READ-IN)
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Figure E–7 (PAGE 1). Recall suspect interview guide

7. Question the suspect.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
(BEGIN READ-OUT)

8. *Do you have anything else you wish to present?*

9. *Who else do you think we should talk to, and why?*

10. *We are required to protect the confidentiality of IG investigations and the rights, privacy, and reputations of all people involved in them. We ask people not to discuss or reveal matters under investigation. Accordingly, we ask that you not discuss this matter with anyone except your attorney, if you choose to consult one, without permission of the investigating officers.*

NOTE: Others present should also be advised against disclosing information.

11. *In our first interview, I advised you that while access is normally restricted to persons who clearly need the information to perform their official duties, your testimony may be made part of an official inspector general record and that any member of the public could ask the Inspector General for a copy of these records. You* (did/did not) *consent to the release of your testimony. Do you consent to the release of the testimony you gave today but not your personal identifying information, such as name, social security number, home address, or phone number?* (Suspect must answer "yes" or "no.")

12. *Do you have any questions? The time is* (state time), *and this recall interview is concluded. Thank you.*
(END READ-OUT)
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Figure E–7 (PAGE 2). Recall suspect interview guide—Continued

Glossary

Section I
Abbreviations

AAFES
Army and Air Force Exchange Service

ABCMR
Army Board for Correction of Military Records

ADAPCP
Alcohol and Drug Abuse Prevention and Control Program

ADP
automatic data processing

AEA
Army Enterprise Architecture

AG
Adjutant General

AGR
Active Guard Reserve

AIG
Acting IG

AMC
U.S. Army Materiel Command

ANG
Air National Guard

ARNGUS
Army National Guard of the United States

AR–PERSCOM
U.S. Army Reserve Personnel Command

ARSTAF
Army Staff

ASA(RDA)
Assistant Secretary of the Army (Research, Development, and Acquisition)

ASI
additional skill identifier

CFR
Code of Federal Regulations

CID
Criminal Investigation Division

CINC
Commander-in-Chief

CME
chemical management evaluation

CNGB
Chief, National Guard Bureau

CONUS
continental United States

CONUSA
the numbered armies in the continental United States

CPAC
civilian personnel advisory center

CPOC
civilian personnel operations center

CSA
Chief of Staff, U.S. Army

CSI
chemical surety inspection

CWO
chief warrant officer

DA
Department of the Army

DAIG
Department of the Army Inspector General

DCSINT
Deputy Chief of Staff for Intelligence

DCSPER
Deputy Chief of Staff for Personnel

DFAS
Defense Finance and Accounting Service

DIS
Defense Investigative Service

DMS
Defense Messaging System

DNA
Defense Nuclear Agency

DOD
Department of Defense

DODD
Department of Defense directive

DODI
Department of Defense instruction

DOIM
director of information management

DSN
Defense Switched Network

DSS
Defense Security Service

DTIG
Deputy of The Inspector General

ECC
Executive Communications and Control

EEO
equal employment opportunity

EO
equal opportunity/Executive order

EOA
equal opportunity advisor

EUSA
Eighth U.S. Army

FOA
field operating agency

FOIA
Freedom of Information Act

FORSCOM
Forces Command

FOUO
For Official Use Only

FPM
Federal Personnel Manual

GAO
General Accounting Office

GS
General Schedule

HQDA
Headquarters, Department of the Army

IFOR
Implementation Force

IG
inspector general

IG, DOD
Inspector General, Department of Defense.

IGAP
Inspector General Action Process

IGAR
Inspector General Action Request

IGARS
Inspector General Action Request System

IGNET
Inspector General Worldwide Network

IGPA
Inspector General Preliminary Analysis

IGPERS
Inspector General Personnel System

IMA
individual mobilization augmentee

IMD
Information Management Directorate

IMP
Information Management Plan

IPR
in-process review

IR
internal review

IRAC
Internal Review and Audit Compliance

JSAC
Joint State Area Command

LAN
Local area network

LSSI
Limited Scope Surety Inspection

MACOM
major Army command

MC
Member of Congress

MCM
Manual for Courts-Martial

M-day
mobilization day

METL
mission essential task list

MHE
mental health evaluation

MILPO
military personnel office

MOA
Memorandum of Agreement

MOS
military occupational specialty

MOU
Memorandum of Understanding

MP
military police

MPI
military police investigator

MSC
major subordinate command

MSPB
Merit Systems Protection Board

MTOE
modification table of organization and equipment

NAF
nonappropriated fund

NCO
noncommissioned officer

NCOER
Noncommissioned Officer Evaluation Report

NCOIC
noncommissioned officer in change

NCR
National Capital Region

NG
National Guard

NGB
National Guard Bureau

NGR
National Guard regulation

NME
nuclear management evaluation

NSI
nuclear surety inspection

OCAR
Office of the Chief, Army Reserves

OCLL
Office of the Chief of Legislative Liaison

OCONUS
outside continental United States

ODCSOPS
Deputy Chief of Staff for Operations and Plans

ODCSPER
Office of the Deputy Chief of Staff for Personnel

OER
officer evaluation report

OGC
Office of The General Counsel, Army

OJT
on-the-job training

OPLAN
operations plan

OPORD
operations order

ORB
Officer Record Brief

OSC
Office of Special Counsel

OTIG
Office of The Inspector General

PA
Privacy Act

PAO
Public Affairs Office/public affairs officer

PBAC
Program Budget Advisory Committee

PCS
permanent change of station

PEO
program executive officer

PERSCOM
U.S. Total Army Personnel Command

PM
program manager

POC
point of contact

POI
program of instruction

POM
Program Objective Memorandum

RA
Regular Army

RBE
Reply by Endorsement

RC
Reserve Components

RFI
Reactor Facility Inspection

ROI
Report of Investigation or Inquiry

ROII
Report of Investigative Inquiry

SA
Secretary of the Army

SAIG
Secretary of the Army Inspector General

SAP
Special Access Program

SASO
support and stability operations

SBU
Sensitive But Unclassified

SCR
system change requests

SECDEF
Secretary of Defense

SES
Senior Executive Service

SJA
staff judge advocate

SOP
standing operating procedure

SQI
special qualifications identifier

SQT
Skill Qualification Test