

**SSN**  
social security number

**TAG**  
The Adjutant General

**TB**  
Technical Bulletin

**TDA**  
tables of distribution and allowances

**TDY**  
temporary duty

**TIG**  
The Inspector General

**TJAG**  
The Judge Advocate General

**TMDE**  
Test, Measurement, and Diagnostic Equipment

**TPU**  
troop program unit

**TRADOC**  
U.S. Army Training and Doctrine Command

**UCMJ**  
Uniform Code of Military Justice

**UIC**  
unit identification code

**USAAA**  
U.S. Army Audit Agency

**USACIDC**  
U.S. Army Criminal Investigation Command

**USAF**  
U.S. Air Force

**USAIGA**  
U.S. Army Inspector General Agency

**USAR**  
U.S. Army Reserve

**USARPAC**  
U.S. Army Pacific

**USAREUR**  
U.S. Army Europe

**USAR-PERSCOM**  
U.S. Army Reserve Personnel Command

**USARSO**  
U.S. Army South

**USASL**  
U.S. Army Standards Laboratory

**USASOC**  
U.S. Army Special Operations Command

**USofA**  
Under Secretary of the Army

**USC**  
United States Code

**VCSA**  
Vice Chief of Staff, U.S. Army

**WHLO**  
White House Liaison Office

**WO**  
warrant officer

**XO**  
executive officer

## **Section II** **Terms**

### **Abuse**

Intentional or improper use of Government resources. Examples include misuse of grade, position, or authority or misuse of resources such as tools, vehicles, or copying machines.

### **Action memorandum**

The action memorandum is an internal administrative decision memorandum to the directing authority used in conjunction with the directive that authorizes an IG investigation. It provides a summary of the complaint, known facts and issues, and defines the scope and limits of the investigation into the allegations that are specified in the memorandum.

### **Adverse action**

For this regulation, adverse action is any administrative or punitive action that takes away an entitlement, results in an entry or document added to the affected person's official personnel records that could be considered negative by boards or superiors, or permits the affected person to rebut or appeal the action. Adverse action includes "unfavorable information" as described in AR 600-37, UCMJ action, or with regard to civilian employees, "personnel action" as defined in 5 USC 2302, or a "disciplinary action" pursuant to AR 690-700 and DOD 1400-25-M. A commander or supervisor desiring to take such action against an individual based solely on an Inspector General document requires TIG release of that document.

### **Allegation**

An allegation is a statement or assertion of wrongdoing by an individual that is formulated by the IG. An allegation contains four essential elements: who, improperly, did what or failed to do, in violation of an established standard. Allegations are refined by the IG based upon evidence gathered during the course of an investigation or inquiry.

### **Army senior leadership concerns**

Topics in which senior leaders have expressed interest or concern to TIG. These are issues the IGs should be aware of and, as appropriate, schedule into their inspections. These issues will be updated in IG publications.

**Assistance inquiry**

An informal fact-finding process used to address or respond to a complaint involving a request for help, information or issues, and not allegations of impropriety or wrongdoing.

**Audit**

The independent appraisal activity within the Army for the review of financial, accounting, and other operations, as a basis for protective and constructive service to command and management at all levels.

**Chemical management evaluation**

An evaluation to determine the adequacy of support, technical and command guidance and to identify management, systemic, or functional problem areas in the Army Chemical Surety Program at any level.

**Chemical surety inspection**

Inspection of chemical surety organizations in the Army, to determine their capability to accomplish assigned chemical missions in a safe and secure environment through examination of the following functional areas: mission operations, safety, security, surety management, and accident and incident control. This inspection is conducted by the USAIGA or the IG office of a MACOM.

**Chemical Surety Program Inspection**

A chemical surety inspection (CSI) or a limited scope surety inspection (LSSI) of an organization with a chemical surety mission.

**Command IG**

The senior detailed inspector general of a MTOE or TDA organization of the Active Army or USAR. The command IG works directly for the commander, normally a commanding general, installation commander, or director of the organization.

**Complainant**

Any person or organization submitting an IGAR. The person can be a soldier, family member, member of another Service, Government employee, or member of the general public. The organization can be any public or private entity.

**Complaint**

An expression of dissatisfaction or discontent with a process or system such as leave policies or the pay system.

**Corrective action**

Any action deemed necessary to rectify a violation or deficiency or to provide redress, to include changes in regulations or practices, administrative or disciplinary action against offending personnel, or referral to responsible officials or agencies for appropriate remedial action.

**DAIG**

Department of the Army Inspector General (DAIG) is used when combining the Office of the Inspector General (OTIG) and the U.S. Army Inspector General Agency (USAIGA).

**Directing authority**

An Army official who has authority to direct an IG investigation or inspection be conducted. At DA, directing authorities are SA, USofA, CSA, VCSA and TIG. Commanders or directors who are authorized detailed IGs on their staffs may direct IG investigations and IG inspections within their commands. SA, USofA, CSA, VCSA and TIG may direct IG investigations and IG inspections within subordinate commands as necessary. Although command and State IGs may direct IG investigative inquiries, they are not considered as directing authorities.

**Directive**

A directive authorizes an IG investigation or IG inspection. It is the investigator's authority to investigate specific allegations and the inspector's authority to conduct the IG inspection. A directive consists of two parts, the Action Memorandum and the directive (authorization document) signed by the directing authority. (See Action Memorandum.)

**Federal interest**

As used in this regulation, the term means those areas in which the Federal Government has legitimate concern. By definition, if the matter is not of Federal interest, it is a matter of State interest. In the abstract, the role of the Active Army IG in Army National Guard (ARNG) matters is relatively simple. If the issue the IG is looking at involves a Federal interest, the Active Army IG may inspect, investigate, or assist. If the issue does not involve a Federal interest, the Active Army IG cannot act. Application of the simple contact principle is not so easy. Lines of demarcation can not

be drawn, thus each case must be looked at independently to determine if a Federal interest exists. The authority of the active IG to act in ARNG matters is very broad but not without limitations. All questions of Federal versus State interest will be discussed with the SJA office.

a. Under regulations prescribed by the SA, the SA may have an inspection made by IGs or, if necessary, by any other commissioned officers of the Regular Army detailed for that purpose, to determine whether—

- (1) The amount and condition of property held by the ARNG are satisfactory;
- (2) The ARNG is organized as provided in this title;
- (3) The members of the ARNG meet prescribed physical and other qualifications;
- (4) The ARNG and its organization are properly uniformed, armed, and equipped and are being trained and instructed for active duty in the field, or for coast defense;
- (5) ARNG records are being kept in accordance with this title; and
- (6) The accounts and records of each U.S. Property and Fiscal Officer (USPFO) and property are maintained.

b. Based on the above, the following are included within the area of Federal interest: the organization, training, operations, supply, procurement, and fiscal matters connected with ARNG; examination of material prepared relevant to the returns and reports State AGs are required to make to the SA; activities that, if true, would be a basis for withdrawal of Federal recognition, and exercise of the command function, although generally a matter of State interest. These include, but are not limited to, substandard performance of duty and moral or professional dereliction. (For further guidance, contact the Chief, National Guard Bureau (ATTN: NGB-IG), Suite 11600, 1411 Jefferson Davis Highway, Arlington, VA 22202-3259.)

#### **Followup inspection**

An inspection of the action taken to correct deficiencies found during a previous inspection or audit. Its aim is to assess whether the corrective action is effective and complete, producing desired results, not causing new problems, economical and efficient, and practical and feasible.

#### **Fraud**

Any intentional deception designed to deprive the United States unlawfully of something of value or to secure from the United States for an individual a benefit, privilege, allowance, or consideration to which he or she is not entitled. Such practices include, but are not limited to, the offer, payment, or acceptance of bribes or gratuities; making false statements; submitting false claims; using false weights or measures; evading or corrupting inspectors or other officials; deceit either by suppressing the truth or misrepresenting material fact; adulterating or substituting materials; falsifying records and books or accounts; arranging for secret profits, kickbacks, or commissions; and conspiring to use any of these devices. The term also includes conflict of interest cases, criminal irregularities, and the unauthorized disclosure of official information relating to procurement and disposal matters.

#### **General inspection**

A comprehensive inspection focused on the overall economy, efficiency, discipline, morale or readiness aspects of a unit, organization or activity. The objective of a general inspection is to produce a comprehensive picture of the unit's status at that time.

#### **Handoff**

An administrative procedure that transfers a verified finding that is beyond the authority or ability of the inspecting command to act on, from one command or agency IG to another command or agency IG.

#### **IG assistance function**

The process of receiving, inquiring into, and responding to complaints and requests for information or help that are presented or referred to an IG. Inspectors general provide assistance on an area basis so that complainants can go to the nearest IG for help.

#### **IG inquiry**

An assistance inquiry or investigative inquiry conducted by an IG (see assistance inquiry and investigative inquiry).

#### **IG inspection**

An inspection conducted by a detailed IG, oriented toward the identification of problems, determination of their root causes, development of possible solutions, and assignment of responsibilities for correcting the problems. Generally, IG inspections focus on issues rather than on units. The scope and content are determined by the commander to whom the inspector general is assigned.

**IG inspection function**

The process of developing and implementing IG inspection programs, conducting IG inspections, and providing oversight of the OIP and intelligence activities.

**IG investigation**

A fact-finding examination by a detailed IG into allegations, issues, or adverse conditions to provide the directing authority a sound basis for decisions and actions. Inspector general investigations normally address allegations of wrongdoing by an individual and are authorized by written directives. Conduct of IG investigations involves systematic collection, examination of testimony and documents, and may incorporate physical evidence. The results are reported using the ROI format addressed in chapter 8 of this regulation.

**IG investigation function**

The process of receiving, examining and responding to allegations, issues or adverse conditions presented or referred to an IG. The investigation function encompasses IG investigations and IG investigative inquiries.

**Information management plan**

The IMP is the basic document to identify information requirement initiatives in the Sustaining Base Environment. User-originated information requirement initiatives are validated within user's parent MACOM IMP.

**Initiator**

The actual source of the IGAR for entry on DA Form 1559. Normally, the complainant is also the initiator of an IGAR. However, often a third party such as a relative of the complainant, may be the initiator.

**Inspector General Action Request**

A complaint, allegation, or request for information or help presented or referred to an IG. An IGAR may be submitted in person, over the telephone, through written communication, by electronic communications or through DOD Hotline referral.

**Inspector General Action Request System (IGARS)**

Subsystem of IGMET that provides an automated means of recording, storing, and analyzing data pertaining to IG casework.

**Inspector general channels**

Relationship among detailed IGs throughout the Army. Connotes a confidential channel for passing IG information. Also referred to as IG technical channels.

**Inspector general office of record**

Office of the command or State IG maintaining responsibility for an IGAR to include final approval of the IG record, response to the complainant, notification of subject/suspect, and data entry into the IGARS. For every IGAR, there can be only one IG office of record although more than one IG office may maintain a copy of the record. When the IGAR or IG record falls within more than one commander's sphere of activity, the IG office of record is the highest level IG office that assumes responsibility for the IGAR even though the higher echelon IG may ask or direct the lower command level IG to action the IGAR or assist in the resolution process. Except for TIG, IGs referring IGARS to IG offices at higher, lower, or adjacent levels for resolution should request but cannot direct that the other IG office serve as the IG office of record.

**Inspector General Personnel System (IGPERS)**

Subsystem of IGMET that stores and retrieves selected information on personnel assigned to the IG corps.

**Inspector general records**

Inspector general records are any written, recorded, or electronic media IG work-product. These include, but are not limited to, any correspondence or documents received from a witness or a person requesting assistance; IG reports of inspection, inquiry, and investigation; IGMET or other computer ADP files or data; and DA Form 1559 when entries are made on either side. Inspector general records may contain documents that were not prepared by IGs. (See also definition of "personal notes" below.)

**Inspector general system**

All Army inspectors general over whom TIG has policy oversight and certification authority. The system is not a stovepipe because IGs work for their respective commanders but, within the IG System, must adhere to IG policy as established and promulgated by TIG.

### **Inspector General Worldwide Network (IGNET)**

An information management system designed to support data collection, analysis, communication, and administrative requirements of IGs. The IGENET database uses both manual and automated techniques to record selected data generated as a result of IG activities. This data is processed to produce management information products at each IG office.

### **Investigative inquiry**

A fact-finding examination by an IG into allegations, issues, or adverse conditions. The investigative inquiry is the fact-finding process followed by IGs to gather information needed to address allegations of impropriety against an individual that do not require an investigation. The process for an investigative inquiry is addressed in chapter 8 of this regulation.

### **Legacy**

The existing in place hardware platforms with associated software.

### **Machine room**

Any physical room space where centralized computers and peripheral devices are located to support network operations. Typically, the room is physically separate, secure, with dedicated climate and power.

### **Mismanagement**

A collective term covering acts of waste and abuse. Extravagant, careless, or needless expenditure of Government funds or the consumption or misuse of Government property or resources, resulting from deficient practices, systems, controls, or decisions. Abuse of authority or similar actions that do not involve criminal fraud.

### **Nuclear Management Evaluations**

An evaluation to determine the adequacy of support, technical, and command guidance and to identify management, systemic, or functional problem areas in the Army Nuclear Surety Program at any level.

### **Nuclear Surety Program Inspection**

Any of several types of nuclear-capable unit inspections, including Defense Nuclear Surety Inspections (DNSI), Joint Nuclear Surety Inspection (JNSI), nuclear surety inspection (NSI), Reactor Facility Inspections (RFI), surveillance inspections (SI), and limited scope surety inspections (LSSI).

### **Personal notes**

Records or notes created or used by IGs that are not a part of IG records. Personal notes have these characteristics: used as a memory jogger by the writer only, destroyed at the writer's option, maintained separately from file kept per office SOP or indexing system, and not distributed to other IGs for their official use. Personal notes are not subject to release under the FOIA. (See AR 25-55.)

### **Program manager**

Individual chartered by the SA who reports directly to the Program Executive Officer, who reports to the Army Acquisition Executive.

### **Protected communication**

a. Any lawful communication to Member of Congress or an IG.

b. 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 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 a communication is made to any of the following:

(1) A Member of Congress, an IG, or a member of a DOD audit, inspection, investigation, or law enforcement organization.

(2) Any other person or organization (including any person or organization in the chain of command) designated under Component regulations or other established administrative procedures (that is, EOA, safety officer) to receive such communications. (See AR 600-20 for definition of chain of command.)

### **Report of Investigation**

Report of Investigation or Inquiry is a written report used by IGs to address allegations, issues, or adverse conditions to provide the directing authority a sound basis for decisions. The directing authority approves the ROI. The ROI format is addressed at chapter 8 of this regulation. These same formats may be used by IGs who investigate or inquire into issues and adverse conditions.

**Report of Investigative Inquiry**

Report of Investigative Inquiry is a written report used by IGs to address allegations, issues, or adverse conditions to provide the directing authority, command or State IG a sound basis for decisions. The directing authority, command or State IG approves the ROI. The ROI format is addressed at chapter 8 of this regulation.

**SAIG**

An office symbol for OTIG and USAIGA.

**Senior official**

Includes general officers (Active Army and Reserve Components), colonels selected for promotion to brigadier general, retired general officers, and current or former civilian employees of the Department of the Army SES or equal positions and comparable political appointees.

**Special inspection**

An inspection of a function or set of functions that focuses on problem resolution, rather than on units. Its scope is limited and specifically defined.

**Special subjects for inspection**

Specific areas within the Army community that have been identified by Army senior leaders as having systemic implications Army-wide. Also, issues that have been designated for IGs to inquire into by TIG. These topics are updated in IG publications. Feedback to TIG may be required from IGs in the field.

**State Adjutants General**

Includes The Adjutants General (TAG) of a State, the Commonwealth of Puerto Rico, or territory who is the senior National Guard officer and a State official whose authority is recognized in Federal law. TAGs are appointed by the State, territory or commonwealth governor, with the exceptions of South Carolina (where they are elected in a general election), and in Vermont (where they are elected by the State legislature). The senior National Guard officer in the District of Columbia, the Commanding General, is appointed by the President and serves in a role similar to that of a TAG.

**State IG**

The Active Army senior detailed inspector general (normally a colonel or lieutenant colonel) of a State, commonwealth, territory, or District of Columbia. The State IG normally works directly for the State AG and is senior rated by the CNGB. All States do not have Active Army State IGs.

**State interest**

The limited number of activities of which Active Army IGs are prevented from inspecting, investigating, or assisting. (See Federal interest.) An example of a State interest is the funds derived from the rental of armory facilities for public or private use.

**Systemic issue**

Situation evidenced by a failure of an established process to function as designed does not entail an allegation of impropriety against an individual.

**Tier III**

Contractor maintenance support

**Triangle of confidentiality**

The complainant, IG, and IG's commander form the triangle of confidentiality. The triangle signifies the IG's responsibility to protect the identity of the complainant to the greatest extent possible while serving as the extension of the commander. The triangle does not imply that total disclosure will be made to all sources of information or can be made to all parties involved in the triangle. The intent behind the triangle is also three-fold: to protect privacy, maintain confidence in the IG System, and minimize the risk of reprisal action.

**Unfavorable information**

Any credible, derogatory information that may reflect on an individual's character, integrity, trustworthiness, or reliability.

**VLAN (Virtual LAN)**

A switched network that is logically segmented by functions, project teams or applications without regard to the

physical location of the users. Each switch port can be assigned to a VLAN. Ports assigned to a given VLAN share broadcasts. Ports not assigned to the VLAN cannot share those broadcasts.

**Warrant officer**

Commissioned warrant officers and warrant officers without commissions.

**Waste**

The extravagant, careless, or needless expenditure of Government funds, or the consumption of Government property that results from deficient practices, systems, controls, or decisions. The term also includes improper practices not involving prosecutable fraud.

**World Wide Web**

A network of interlinked stations, services, communications, and so forth.

**World Wide Web-based**

An application or implementation of hardware or software that is compatible with the defined communications protocols and data transmission formats required to transmit data across the web.

**Section III**

**Special Abbreviations and Terms**

This publication uses the following abbreviations, brevity codes, and acronyms not contained in AR 310-50.

**CDO**

component-designated official

**IO**

Intelligence Oversight

**IOD**

Intelligence Oversight Division

**IRMD**

Information Resource Management Division

**JNSI**

Joint Nuclear Surety Inspection

**OIP**

Organizational Inspection Program

**P-fiche**

Performance fiche

**RBE**

Reply by Endorsement

**R-fiche**

Restricted fiche

**S-fiche**

Service fiche

**SI**

surveillance inspection

**STARC**

State area command

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**PIN 000296-000**

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DOCUMENT: AR 20-1  
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