



1ST CORPS SUPPORT COMMAND OFFICE OF THE INSPECTOR GENERAL



3rd QTR FY 02

INSPECTOR GENERAL NEWSLETTER

APR 02

1st COSCOM IG CORNER

Timely initial and follow-up documented performance counseling for Officers, Noncommissioned Officer's, and enlisted soldiers is an important component of a well managed unit. Every soldier regardless of rank or position is entitled to know where they stand in the eyes of their supervisors at periodic intervals during the year. Leaders have an inherent responsibility to provide routine and effective documented counseling on their subordinates and to provide recommendations to overcome deficiencies. The documented counseling process allows leaders to develop the elements of their soldiers' duty description, responsibilities, and performance objectives.

There is a collective tendency to only counsel for negative acts or behavior. A solid counseling program should incorporate both the discussion about negative tendencies and the recommended actions for improvement and the dialogue about the positive acts and behaviors exhibited by the rated soldier. The unit that has a solid counseling program is routinely the unit that has a clear focus on how to accomplish its organizational objectives. This is true because all the members of the unit understand the goals, objectives, and missions of the unit and the manner the leadership has chosen to achieve them. The unit is also very cohesive and has strong esprit-de-corps. The actions of the members of the unit are well synchronized and all unit members understand the consequences of non-compliance with unit standards. These units usually have effective mentoring programs for all grades that match experienced personnel with those less experienced to guide them through existing obstacles and decision making challenges. In these units there is little to no conflict with respect to completed efficiency reports because soldiers are fully aware of their performance ratings throughout the rating period.

Soldiers who perform below standard need to be taught how to improve to an acceptable level and be given periodic feedback on their progress or lack thereof. Too often and for many reasons the chain of command neglects this important leadership tool. This only causes the deficient soldier to continue their sub-standard behavior and only prevents the unit from collectively achieving its mission objectives. The key is for the chain of command to intervene early and often in the attempt to bring around a sub-standard performer and to document these attempts. When these attempts fail to create the desired results in the prescribed timeframe, then the counseling records serve as evidence to support a commander's decision to effect a bar to re-enlistment, to begin a chapter action on the soldier, or to affix a proper rating on the soldier's efficiency report.

There is an enormous amount of literature available to leaders and soldiers at all levels on this counseling topic in a more detailed format. These include Army Regulations 635-200, 623-105, and 600-200. Field Manual 22-100, appendix C, also provides developmental counseling tools for leaders. The bottom line to all this is that leaders should take the time necessary to insure that the counseling program in their respective units are active, timely, and vibrant. Our soldiers need it and deserve it.

As we draw closer to the annual summer personnel exodus, I want to express my sincere appreciation to all of you who are departing. It has been a pleasure and an honor for me and the members of this Inspector General team to serve with you. May you have continued success in your future endeavors and thank you for taking care of soldiers.

LTC HECTOR DIODONET
Inspector General

THE 1ST COSCOM IG TEAM: HERE TO SERVE YOU!

Inspector General.....LTC Hector Diodonet
Deputy Inspector General.....CPT Tawnya S. Evans
Acting Inspector General (Sinai)....Vacant
Inspector General NCOIC.....MSG Larry Wise
Assistant Inspector General.....MSG Odies Davis
Assistant Inspector General.....SFC Lisa Williams
Assistant Inspector General.....SFC Rhonda Phillips
Administration Secretary.....SGT Jameka Scott

BARS TO REENLISTMENT

Bars to Reenlistment can be confusing and bothersome-but effective if implemented and reviewed correctly. This article is written to help ensure all readers are properly familiarized with Bars to Reenlistment.

If at the time of the second 3-month review, the unit commander does not recommend that the bar be removed, the commander will process the soldier for separation. Commanders will initiate separation proceedings in accordance with AR 635-200 (Enlisted Personnel) against soldiers who have received a local bar to re-enlistment. "Processed for separation" means that separation action will be initiated and processed through the chain of command to the separation authority for appropriate action.

Separation action is not based on the imposition of a bar to re-enlistment, but on the soldier's conduct and/or performance of military duties.

Leaders at all levels should provide purpose, direction, and motivation to soldiers. It is essential that soldiers who falter, but have the potential to serve honorably, be given every opportunity to succeed. Commanders must make maximum use of counseling and rehabilitation before determining that a soldier has no potential for further useful service and should be separated.

IG Office Location

BLDG 2651 (upstairs) 396-2788/8907 FAX 396-8685
Corner of Logistics and Quartermaster Street.

What is Reprisal?

AR 600-20 (Army Command Policy), dated 15 July 1999, paragraph 5.12 states that no person shall restrict a member of the Armed Services from making a protected communication with an Inspector General. AR 20-1 (Inspector General Activities and Procedures), dated 16 April 2001, defines protected communication as:

- a. Any lawful communication to Member of congress or an IG.
- b. 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:
 - A Member of Congress, an IG, or a member of a DOD audit, inspection, investigation, or law enforcement organization.
 - 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.

No soldier may take or threaten to take an unfavorable personnel action, or to withhold or threaten to withhold a favorable personnel action, in reprisal against any soldier for making or preparing a protected communication. AR 600-20, para. 5.8 C states that commanders and supervisors are prohibited from initiating any type of disciplinary or adverse action against any soldier because the individual registered a complaint with an IG. Any unfavorable personnel action is any action taken on a soldier that affects that soldier's current position or career. Such actions include denying promotions, a disciplinary or other corrective action, a transfer or reassignment, an adverse performance evaluation, and any other significant change in duties or responsibilities inconsistent with the soldier's rank.

Personnel who violate this standard are subject to Article 92, UCMJ. Commanders should call the IG, when they are informed of an allegation of reprisal against a soldier.

Service Etiquette

When the flag is carried by dismounted units it is known as the **colors**. When flown from ships and boats, the flag is an **ensign**. When carried by tank, car, truck, or on horseback, the flag is the **standard**.

Frequently Asked Questions

Q: How often or when should my Family Care Plan be validated?

A: Re-certified annually by initialing and dating DA Form 5305-R, during the anniversary of the soldier's birth month, or after any change of circumstance.

Q: Are "fangs" (teeth) authorized for wear in any Army uniform?

A: Only if they are prescribed for by a physician.

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**New
NCOER
Requirement**

The revised AR 623-205 (Noncommissioned Officer Evaluation Reporting System) has been released and is available for download at www.usapa.army.mil.

The date of the regulation is 17 December 2001, but the effective date of the policies and procedures was 17 January 2002.

MILPER Message 02-114 dated 4 March 2002 outlined new procedures for processing NCO-ERs. It requires annotation of the email addresses of the rated NCO and the rating officials on all NCO-ERs. The rated NCO's email address will be annotated on the back of the form on the same line as the name. The rating officials email address will be annotated in Part III(d) (Areas of Special Emphasis Block) of the NCO-ER. The first preference is the Army Knowledge Online email address. If that address is not available, the soldier may use a unit, office, or personal email address. The office email address should not be used as a first option. **All NCO-ERs with an end date of March 2002 and later must include an email address.**

The purpose for the change is to make it easier to contact the rated NCO and rating officials when there is a problem with the NCO-ER. There were a large number of NCO-ERs received at EREC for processing that had inconsistent reporting periods. Under the revised regulation, NCO-ERs with gaps will no longer be rejected and returned to the PSB/unit. Instead, they will be processed and an email notification will be sent out to the NCO and rating officials of the discrepancy. Thirty days will be allowed for resolution. If it is not resolved, then a subsequent email will be sent to the installation CSM and another 30 days will be allowed. If unresolved at the end of the second 30-day period, the gap will be declared non-rated time on the NCO's OMPF.

OTHER CHANGES:

- DA Form 2166-8 requires a 4-digit year in the FROM and THRU (front and back) dates.
 - Part IVa (Army Values) has changed to reflect the current Army Values
 - Bullet comments preceded by a small 'o'.
 - No capitalization at the beginning or punctuation at the end of bullets.
 - Bullet comments should be worded in 'past' tense because they reflect accomplishments that have already been completed.
 - Only 5-digits are required if there is no ASI or Language Identifier (LI)
- For further information visit: www.perscom.army.mil/select/ncoer.htm.

The Chaplain has a new website!!!!
<http://www.bragg.army.mil/COSCOMUMT/>

THE COMMANDER'S AZIMUTH

Goods News! Tuition Assistance to Increase in October 2002.

Good news for all who are interested in Tuition Assistance and furthering their education! The DoD Directive 1322.8, Voluntary Education Programs for Military Personnel, establishes that tuition assistance shall be provided for service members and that the amount of support available to each service member shall be uniform across the Military services. In accordance with this Directive, the following provisions are established as Department-wide policy:

1. In support of the voluntary education and training of active duty service members during their off-duty periods, each Service shall pay all or a portion, as specified below, of the charges of an educational institution for the tuition and expenses of that Service's members enrolled in such educational institution for education and training during the members' off-duty periods.

(a.) When an institution's charges are \$250 or less per semester-hour of credit, or equivalent, the responsible Service shall pay all of the amount charged by the institution. (In computing credit equivalency the following conversions shall apply: ; quarter-hour credit = 2/3 semester-hour credit. Fifteen contact hours shall be considered equivalent to one semester-hour of credit when neither semester-hours nor quarter-hours are specified for the education or training for which the service member is enrolled.)

(b.) When an institution's charges exceed \$250 per semester-hour of credit, or equivalent, the responsible Service shall pay \$250 per semester-hour of credit.

(c.) **Each service member participating in off-duty, voluntary education shall have available \$4,500, in the aggregate, for each fiscal year.**

(d.) Covered charges include those submitted to the Service by the educational institution for tuition, instructional fees, laboratory fees, computer fees and course materials directly related to the enrollment of that member in a course of study offered by that educational institution.

2. This policy shall take precedence over subparagraph E2.1.2.2 of enclosure 2 of DoD Instruction 1322.25, Subject: Voluntary Education Programs, and shall be reflected in DoD Instruction 1322.25 when it is next revised. The provisions herein are effective immediately. Rates of tuition assistance established in paragraph number 1 above shall be applied to new enrollments that occur on or after October 1, 2002. Please take steps to ensure full implementation of the above. Your continuing support of the off-duty, voluntary education program is appreciated.

COME SEE

The new and improved 1ST COSCOM IG website
<http://www.bragg.army.mil/coscom/main/staff/IG.htm>



Frequent Flyer Miles



The Federal law has changed to allow federal employees to retain promotional benefits, which include frequent flyer miles, seat upgrades or use of facilities earned while on official travel. Prior to this change any earned while on official travel belonged to the government. This change applies to benefits received before, on, or after 31 December 2001.

Soldiers may use the frequent flyer miles for their own use; however, there are still limitations placed on federal employees while traveling on commercial carriers. A soldier may not travel in business or first class while in uniform. They cannot advertise their position or rank within the federal government. Any benefits earned must be obtained under the same conditions as those offered to the general public. The IRS has not determined if these benefits are taxable as income, so travelers should keep records of redeemed benefits. Finally, remember that in order to take advantage of frequent flyer miles the traveler must establish his/her own frequent flyer account. For further information, contact your ethics counselor in Administrative law, Office of the Staff Judge Advocate.

GUIDELINES FOR COMPLAINTS

Before consulting the Inspector General, here are some general tips for effective communication:

- Be sure you have a **problem**, not just a peeve.
- Give **your chain of command** a chance to solve the problem.
- If assistance is needed, contact your **local** Inspector General **first**.
- **Be honest** and don't provide misleading information.
- Keep in mind that **Inspector Generals are not policy makers**.
- Keep in mind that Inspector Generals **can only recommend, not order** a resolution.
- Remember Inspector Generals **can only resolve a case on the basis of fact**.
- **Don't expect instant action** on your request... Be patient.
- **Be prepared to take "No" for an answer.**

THE NEW PT UNIFORM -IPFU-

The mandatory possession date for the IPFU is 1 October 2003. The wear-out date for the current PFU is 30 September 2003. Soldiers are required to have one jacket, one pair of pants, two pairs of trunks, two short-sleeved t-shirts, and one long-sleeved t-shirt. Each item is identified with a National Stock Number (NSN) and a Defense Logistics Agency (DLA) Contract Number printed on a label. If the label does not contain this information, the garment is not authorized.

Commanders may authorize the wear of commercial running shoes and calf-length or ankle-length plain white socks with no logos. Depending on the activity and weather conditions other items appropriate for wear are the black knit cap, gloves, reflective belts or vests, and long underwear.

Soldiers may not mix or match IPFU and PFU items. The IPFU will be worn with the sleeves down on the jacket, the legs down on the pants, and the shirt tucked into the trunks.

Commanders may authorize the IPFU for wear on/off duty and on/off the installation. The IPFU is authorized for wear in transit between a soldier's quarters and duty station.

The only insignia authorized for wear on the IPFU is the Physical Fitness Badge. When worn, it is sewn in the upper left front side of the IPFU T-shirt and jacket.

Commanders should expect both uniforms (IPFU and PFU) in their formations until 1 October 2003. This information will be incorporated into the revision of AR 670-1 (Wear and Appearance of Army Uniforms and Insignia).

Equal Opportunity

Authority to Collect and Maintain Data

Army Regulation 600-20 gives authority for the collection and maintaining of Equal Opportunity data, this means that all information concerning your unit's EO program, training and complaints are recorded on the Department of the Army EO database. This is a tool for the Army to monitor, and help direct the CSA's EO program. This is a requirement directed by Army regulation 600-20 and is not an option. Has your EO Representative provided your unit's EO Advisor with the required information for this quarter? FORSCOM supplement 1 to AR 600-20 places additional requirements on the unit commander, it requires that all unit commanders from the troop / battery level to MACOM must submit a Quarterly Narrative and Statistical Report (QNSR), this report is a useful tool for the unit commander to help ensure that their EO program is on track. It provides the unit commander with a snap shot of the unit, from promotions to awards, it also provides the commander with historical data that can be used to help and direct the chain of command in identifying potential problems or trends in the unit. Either way you look at it this information is required to be submitted to your EOA on a monthly or quarterly basis. Your goal should be to use these tools for the benefit of the soldiers of your unit, and the maintenance of your EO program. See your unit EOA for more detailed information on the use of the EO database and the QNSR.

"The superior man is firm in the right way, and not merely firm".

Confucious, 551-478 B.C., Analects

Good News!

OMPF Online! Soldiers in the zone of consideration for SFC, MSG, CWO 3/4/5, MAJ, and LTC can review their Official Military Personnel File (OMPF) Online. In the future, you can find this link in the My S-1 channel of the Personnel Community.

Mental Health Evaluations

There are a few rules and regulations everyone should know about Mental Health Evaluations. This article will outline rules and the commander's responsibilities.

1. A commanding officer shall consult with a mental health professional before referring a member for a mental health evaluation to be conducted on an outpatient basis (enclosure 3 to DOD Directive 6490-1).
 2. A member has certain rights when referred for a mental health evaluation, and additional rights when admitted to a treatment facility for an emergency or involuntary mental health evaluation .
 3. No person shall refer a member for a mental health evaluation as a reprisal for making or preparing a lawful communication to a Member of Congress, any appropriate authority in the chain of command of the member, an Inspector General (IG), or a member of a DOD audit, inspection, investigation, or law enforcement organization.
 4. No person shall restrict a member from lawfully communicating with an IG, attorney, Member of Congress, or others about the member's referral for a mental health evaluation.
 5. Violations of 3c and 3d above by any person subject to the UCMJ are punishable as a violation of Article 92 of the UCMJ. Violations by civilian employees are punishable under regulations governing civilian disciplinary or adverse actions.
- Nothing in these procedures shall be construed to limit the authority of a commander to refer members for emergency mental health evaluation and/or treatment when circumstances suggest the need for such action.

COMMANDER RESPONSIBILITIES.

1. Become familiar with the DOD Directive 6490-1 and AR 40-501.
2. Ensure members are not referred for mental health evaluations as reprisal for whistle-blowing.
3. Follow the requirements in enclosure 3 to DOD Directive 6490-1.
4. Consult with mental health professionals before referring members for mental health evaluations.

For more information the point of contact is MEDDAC/Community Mental Health.