

The 99th RSC Inspector General is COL Phillips. He and his staff are available to help. Inspectors general are specially trained to conduct investigations and inquiries, provide advice and assistance, conduct courtesy visits and sensing sessions, and to offer teaching and training on Army regulations, policy and other Army topics. Please feel free to call on us:

Oakdale IG Office: 800-209-0938
 Willow Grove IG Office: 215-443-1651
 Fort Meade IG Office: 301-677-1480

COMMANDER'S REFERENCES

ARMY REGULATIONS

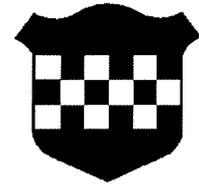
600-20	Army Command Policy
	Family Care Plans
	Fraternization
	Sexual Harassment
	"The List" (Appendix E)
135-200	ADT, AT, ADSW
140-30	AGR Program
601-280	Bars to Reenlistment
635-200	Counseling
135-205	Dual Component Personnel
600-200	Enlisted Personnel Mgt
623-205	Evaluation Reports-Enlisted
600-8-2	Flags
600-100	Leadership
135-381	Line of Duty Investigations
140-158	Promotions – Enlisted
135-155	Promotions – Officers
735-5	Property Accountability
220-1	Unit Status Reporting
670-1	Wear & Appearance

DA PAMs

360-525	Family Assistance Handbook
600-8	Personnel Management
710-5	Unit Commander's Supply Handbook
710-2-1	Unit Supply System

TOP TEN REASONS 99th RSC SOLDIERS FILE IG COMPLAINTS

1. Assignment/Reassignment
 - Did not receive orders
 - Commander did not forward request, denied it locally without authority
 - Involuntarily assigned
2. Enlisted promotions
 - Soldiers promoted out of order
 - Unqualified soldiers promoted
 - Units not announcing vacancies (Saving them to promote in-house)
 - Not told about a promotion board
3. Separations
 - Involuntarily separated
 - Wants to be separated
4. Did not get bonus payments
5. Did not get travel pay
6. Can not get GI Bill payments
7. Commander's actions
 - Unfair
 - Illegal
 - Retaliatory
 - Discriminatory
8. Personnel records problems
 - Unfair APFT
 - Flags unjustified or not removed when they should be
 - Weight-control program administered inequitably
 - Inequitable awards
 - Put in for an award but did not receive it
 - Lost records
9. Pay
 - Did not receive pay for IDT, AT, ADSW, ADT
10. NCOER/OER
 - Unfair or did not receive one



99th Regional Support
Command

Office of the
Inspector General



Droit Et Avant – Right, Then Forward

TIPS FOR
COMMANDERS
&
OTHER LEADERS

Prepared by:
Office of the Inspector General
99th RSC
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ADMINISTRATIVE ISSUES

1. Pay soldiers on time. Their pay comes before yours. Review your Commander's Pay Management Report monthly. Keep soldiers informed.
2. Advance privates to specialist on time. Counsel non-selectees in writing and encourage them to correct shortcomings. If an error was made by the board, fight hard to obtain justice for your troops.
3. If a soldier is injured, make sure Line of Duty (LOD) and Incapacitation (Incap) Pay paperwork is processed immediately.
4. Complete flags and other adverse-action paperwork correctly and submit them on time. Be sure to counsel your soldiers.
5. Publish and post your OER/NCOER rating schemes. Review them regularly.
6. Conduct NCO and officer counseling timely and IN WRITING. Discuss expectations.
7. Use the Order of Merit (OML) process for NCOES. Clearly define the requirements for OML rankings IN WRITING and follow them.
8. Submit requests for orders (RFOs) well in advance of scheduled duty, then track them.
9. When you have to give a "U" for attendance or non-performance, ensure the paperwork is correct.
10. Publish your policies and procedures for ET, RST, ADAs, AT, ADT and ADSW so there are no misunderstandings. Enforce your policies uniformly. Keep your soldiers informed.
11. Know the annual-training (AT) status of all of your soldiers.
12. Make sure your soldiers audit their records annually. Accurate records go a long way to assuring deployability of your soldiers.
13. Understand the leave and pass policies pertaining to your full-time staff.

TRAINING ISSUES

1. Conduct required safety briefings before training events and document them. Stop training if unsafe practices or events occur. Risk assessments are a requirement before, during and after training.
2. Know your soldiers schooling requirements and enter them in schooling through ATRRS, follow up. Request orders for schools as far ahead of time as possible and check regularly to ensure their publication. Counsel failures and "No Shows."
3. Check your personnel prior to departure for school for weight, APFT and other prerequisites. Contact them at least two weeks before departure to verify they have orders, tickets, uniforms, etc. Have a backup student ready and willing to go.
4. All eligible soldiers must take the APFT in a timely manner. Take it with them and require your senior NCOs and officers to do the same. The APFT works best when it is done as a unit activity. **LEAD BY EXAMPLE!!!** Do not use soldiers who cannot pass the APFT as graders; use Master Fitness Trainers (MFTs). Check profiles. Counsel APFT failures in writing and in a timely manner. Initiate the appropriate flags. Retest failures on time. Weigh-in soldiers on time and tape, counsel and flag those who do not meet the standards. Take appropriate action regarding those who do not make satisfactory progress.
5. Conduct required training (EO, sexual harassment, legal, etc.) for and with your troops. Your soldiers must understand that you will not tolerate violations of these and other regulations and directives. **LEAD BY EXAMPLE!!!**
6. Training schedules become official orders when signed by you. Approved training schedules can be used for verification in LODs, incap reports, accident reports, pay issues and other areas. If you must change training, inform your higher headquarters and soldiers, and document your changes to the training schedule.

LOGISTICS ISSUES

SUPPLY:

1. You are responsible and accountable for all supplies and equipment. Sign the property book only after you completely inventory items. Hand receipt as many items as you can.
2. Conduct regular inventories. Ensure clothing, OCIE, weapons, sensitive items, and other inventories and "showdowns" are conducted at required intervals.
3. Hold personnel accountable for losses and process loss accountability documents (Statement of Charges and/or Reports of Survey) as soon as you find a loss or **YOU** may end up paying for it.
4. Sensitive items and weapons inventories are important to your checkbook. They must be done to standard. Match the model numbers and serial numbers to the property book and hand receipts.

MAINTENANCE:

1. Ensure your drivers' licensing program is conducted to standard and that the requirements for annual and biennial operator testing are met. Do not let unlicensed or unqualified personnel operate equipment. Check for hazardous materials training where applicable. Ensure dispatching and PMCS pre-operation checks are performed to standard. In case of accidents, get all applicable paperwork filed immediately and inform your higher headquarters.
2. Make sure your soldiers or personnel are properly trained in hazardous materials storage, handling and disposal. Ensure a spill-protection plan is posted and available to all soldiers. Report any spills or problems immediately. The Environmental Protection Agency can fine you for non-compliance. Storage conditions for paint, oil, cleaning solvents and Class III POL must be followed. Work closely with supporting AMSA/ECS for disposal of used oil, antifreeze and other hazardous wastes.