



DEPARTMENT OF THE ARMY
OFFICE OF THE INSPECTOR GENERAL
1700 ARMY PENTAGON
WASHINGTON, DC 20310-1700

SAIG-ZA

15 October 2020

MEMORANDUM FOR All U.S. Army Inspectors General

SUBJECT: Records Access for New Personnel Serving as Temporary Assistant Inspectors General Pending Completion of the Inspector General School Basic Course (TIG Note 21-1)

1. Even during the current coronavirus pandemic, The Inspector General School (TIGS) continues to function as the primary training venue for training and certifying Army Inspectors General (IGs). While awaiting attendance at the Basic Course, future IGs can train as temporary assistant IGs. Paragraph 4-3 of Army Regulation (AR) 20-1 (Inspector General Activities and Procedures), 23 March 2020, describes how Inspector General Offices (IGOs) will achieve that objective. This memorandum provides additional guidance, to include an exception-to-policy mechanism regarding the prohibition against processing IGARs for temporary assistant IGs. The memorandum also establishes minimum training requirements and outlines exportable training support products to enable flexibility in how to achieve the training requirements at each IGO.
2. The role of a temporary assistant IG is formalized in AR 20-1. Eligibility, approval, training, and oath application are outlined in Table 2-1. Temporary assistant IGs will work under the direct oversight of TIGS-certified IGs and will not lead an inspection, investigative inquiry, investigation, or assistance inquiry. In addition, per AR 20-1, Chapter 2, par. 2f (2), temporary assistant IGs will not process IGARs. I maintain approval authority for temporary assistant IG duty beyond 180 days without successful completion of the IG basic course.
3. To obtain initial read-only access to IGARS, certified IGs will train assigned potential temporary assistant IGs using the training package titled, "Temporary Assistant IG Exportable Training Package." This training and other training packages are located at <https://tigs-online.ignet.army.mil/> and provides training about current policy and doctrine as promulgated by TIGS. Additionally, certified IGs will, at a minimum, provide training using the supporting block of instruction titled "IG Concept and System," ensuring emphasis is placed on the IG tenet of confidentiality as well as the restrictions and limitations of IG records. Upon satisfactory completion of training, command IGs will then notify the Information Resource Management Division (IR) and Assistance Division (AC) via email certifying completion of the training and requesting joint review and approval of the trained personnel and read-only access to IGARS. This status will allow IGs to fulfill temporary assistant IG functions as specified by AR 20-1 and continue familiarization training concerning assistance matters.

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4. To obtain write-access to IGARS and to process IGARs under the direct oversight of TIGS-certified IGs, certified IGs will further train temporary assistant IGs on Assistance and Investigations procedures using additional TIGS exportable training support packages (TSPs). At a minimum, IGOs will use "The Inspector General Action Process" listed within the "Assistance TSP," as well as information deemed pertinent within the "Investigations TSP." In concert with satisfactory TSP training, certified IGs will familiarize temporary assistant IGs with IGARS and Assistance cases of the type and nature generally conducted in that IGO. Anticipate it will require a minimum of 2 weeks to achieve an appropriate degree of training and familiarization of the assistance mission and the unique circumstances within respective IGOs. Upon satisfactory completion of training, the command IG will provide a memorandum sent via email certifying completion of the training and requesting read/write access to IGARS. Command IGs will address these requests to Assistance Division (Mr. Barry V. Hadley) with courtesy copies to Information Resource Management Division (Ms. Teresa Tester) and TIGS (Mr. Stephen M. Rusiecki). Upon review, Assistance Division may approve and grant read/write access to IGARS. With this approval, the temporary assistant IG can process IGARs for Assistance cases and process referrals to other Army IGs under the direct oversight of TIGS-certified IGs.

5. The provisions of this memorandum, to include the exception to policy mechanism for temporary assistant IGs to gain write access to IGARS and process IGARs under the direct oversight of TIGS-certified IGs, will expire on 1 April 2021, after which, upon review, I will determine whether an extension or revision is warranted. Upon expiration of these exceptions, AR 20-1 parameters remain in effect.

6. If you have questions, please reference our doctrine and contact the appropriate division deputies, Mr. Barry V. Hadley, Deputy Chief (AC); Ms. Teresa Tester, Deputy Chief and ISSM (IR); or Mr. Stephen M. Rusiecki, Deputy Commandant, (TIGS).

Droit et Avant!

LESLIE C. SMITH
Lieutenant General, USA
The Inspector General