



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 311TH SIGNAL COMMAND (THEATER)  
BUILDING 520, 3RD FLOOR, WISSER ROAD  
FORT SHAFTER, HAWAII 96858-5410

APSC-IG

16 February 2017

MEMORANDUM FOR Headquarters, Army Reserve Career Division, 85 Chamberlain Road, Fort Knox, KY 40121

SUBJECT: 311<sup>th</sup> Signal Command (Theater) Inspector General Requirements

1. Reference:

a. Memorandum, United States Army Reserve Command, 16 Feb 17, subject: Recruitment of Inspectors General (IGs) (Encl 1).

1. The 311<sup>th</sup> Signal Command (Theater) Inspector General (IG) office is requesting assistance to fill the following Troop Program Unit positions within the command that is located on Oahu, Hawaii and Costa Mesa, California. These positions are based on modified table of organization and equipment (MTOE), Tables of Distribution and Allowances (TDA) and unit identification code (UIC).

a. 311<sup>th</sup> Signal Command (Theater) Oahu, Hawaii, UIC: WNDXAA.

PARNO	PERLIN	SUTTTL/PARTL/PSNTL	Grade	UICDR/POSCO
103	02	Deputy IG	O4	01A00
103	04	Inspector General NCO	E7	25W4B
103	05	Inspector General NCO	E7	25W4B

b. USAR Theater Signal Command Support Unit, Pacific, Costa Mesa, California UIC W87WAA.

PARNO	PERLIN	SUTTTL/PARTL/PSNTL	Grade	UICDR/POSCO
103	01	Detailed IG	O5	01A00
103	02	Asst OG	E7	25W4B

2. Inspector General duty is career enhancing and provides a unique opportunity for officers and NCOs to gain a broad perspective and understanding of the Army not usually available in any other assignment. Tour length for IG duty is three (3) years. The IG responsibilities are to inquire into, periodically report on the discipline, efficiency, economy, moral, training and readiness of the unit to the directing authority (311<sup>th</sup> Signal Command (Theater) Commanding General). IG's preforms four core

functions in the command: 1). Investigations to resolve allegations of impropriety. 2). Inspections to resolve systemic issues. 3). Assistance to commanders, Soldiers, Family members, civilian employees, retirees and others who seek help on matters of Army interest. 4). Teach and train on policy, procedures, systems, and processes to help organizations and activities improve operations and efficiency to accomplish command objectives.

3. In accordance with Army Regulation (AR) 20-1, Inspector General Activities and Procedures the requirements for Commissioned Officers are as follows:

- (a) Be a citizen of the United States either by birth or naturalization.
- (b) Be in the grade of captain or above.
- (c) Have broad contemporary Army experience and background that reflects outstanding performance; demonstrates potential for future service; and provides credibility for those Soldiers, family members, and civilians who seek IG assistance.
- (d) Display moral attributes and personal traits that demonstrate adherence to Army Values.
- (e) Have no record of punishment under Article 15: Uniform Code of Military Justice; conviction by court-martial; general officer letters of reprimand filed in the official military personnel file; or derogatory information contained in IG records as screened by the USAIGA.
- (f) Have no record of civil conviction except for minor offenses.
- (g) Have an "A" or "B" profile serial code and a "1" under "S" factor for physical profile.
- (h) Serve no consecutive details as an IG. The Inspector General (TIG) may approve consecutive details as an exception to policy with the specific consent of the officer concerned.
- (i) Present good military bearing and appearance.
- (j) Meet body composition requirements as outlined in AR 600-9.
- (k) Receive a passing score on the Army physical fitness test within the last 6 months.
- (l) Possess and maintain a secret-level clearance.
- (m) Remain in a deployable status for all required areas.

4. In accordance with AR 20-1, Inspector General Activities and Procedures, the requirements for Noncommissioned Officers to become an IG are as follows:

- (a) Be citizens of the United States (by birth or naturalization).
- (b) Not be on assignment instructions.
- (c) Be high school graduates or have a general education degree (GED) equivalency; an associate's degree; and, if a(3) Be high school graduates or have a general education degree (GED) equivalency; an associate's degree.
- (d) Have 36 months of service remaining or be eligible to extend or reenlist.
- (e) Display moral attributes and personal traits that demonstrate adherence to Army Values.
- (f) Have no record of punishment under Article 15: Uniform Code of Military Justice; conviction by court-martial; general officer letters of reprimand filed in the official military personnel file; or derogatory information contained in IG records as screened by the USAIGA.
- (g) Have no record of civil conviction except for minor offenses.
- (h) Have an "A" or "B" profile serial code and a "1" under "S" factor for physical profile.
- (i) Have broad experience and an Army background that reflects outstanding performance and demonstrated potential for future service.
- (j) Serve no consecutive details as an IG. The Inspector General (TIG) may approve consecutive details as an exception to policy with the specific consent of the NCO concerned.
- (k) Present good military bearing and appearance.
- (l) Meet body composition requirements as outlined in AR 600-9.
- (m) Receive a passing score on the Army physical fitness test within the last 6 months.
- (n) Possess and maintain a secret-level security clearance.
- (o) Remain in a deployable status for all required areas.

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5. Nomination packet will consist of the following:

(a) Unit identification code, MTOE, or TDA entry date, line and paragraph number for IG billet.

(b) An official DA photograph that is no more than 2 years old. If the nominee was promoted less than 6 months before the nomination for IG duty, the DA photograph at the nominee's previous grade is acceptable. If promoted more than 6 months prior to the nomination, a photograph at the new grade is required.

(c) Copies of officer evaluation reports or NCO evaluation reports for the last 10 years.

(d) A memorandum signed by the commander or directing authority if the nomination is local.

(e) Current height and weight data. If the nominee does not meet the height and weight standards as outlined in AR 600-9, a body fat analysis sheet executed within the last 30 days is required as well.

(f) Copy of any physical profile.

(g) Current Army Physical Fitness Test indicating pass or fail.

(h) Officer record brief or enlisted record brief depending on the rank of the Soldier.

6. IG nomination request will begin with a local nomination submission along with a nominating memorandum and items listed in line 5. Items will be forward to United States Army Reserve Command and forward to DAIG's Operations and Support Division for TIG approval or disapproval. Screening process to become an IG may take up to six (6) months for approval or disapproval.

7. Upon approval, the IG candidate will be required to attend the three (3) week basic IG course at Fort Belvoir, Virginia. All IG candidates who are awaiting attendance to the basic IG qualification course may serve in their assigned IG staff sections as temporary assistance IG for no more than 180 days.


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8. Point of contact is the undersigned and can be contacted at the following, DSN 315-437-2495, commercial 808-787-2495 and e-mail at [louis.i.frias.mil@mail.mil](mailto:louis.i.frias.mil@mail.mil).

Encl

1. USARC Memo, date 16 Feb 17



LOUIS I. FRIAS  
LTC, IG  
Inspector General





DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND  
4710 KNOX STREET  
FORT BRAGG, NC 28310-5010

AFRC-IG

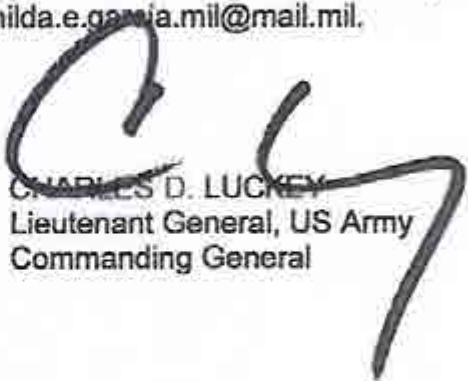
16 FEB '17

MEMORANDUM FOR Commanders, Operational, Functional, Training, and Support  
Commands

SUBJECT: Recruitment of Inspectors General (IGs)

1. Reference Memorandum, Headquarters, United States Army Reserve Command, Fort Bragg, NC, AFRC-CG, 8 October 2015, Subject: Recruitment of IGs (enclosed).
2. The Inspector General is a resource utilized by the Commander as an instrument in leveraging our Mission Command responsibilities. Our IGs are uniquely trained to assist us in the execution of those responsibilities and in taking care of our Soldiers and their families. IGs can assist in resolving issues and important matters before they escalate and become problems. We need to ensure we are operating with our full IG strength in order to maximize our commands.
3. Assigned strength of our IGs is 259 out of 314 authorized, or 82%, throughout the United States Army Reserve Command. The majority of shortages are in our Troop Program Units' (TPU) Soldier fills where the percentage of fill is 68%. I need all leaders to be personally involved in the recruitment of qualified IGs. Select qualified IG candidates and submit their nomination packets for backfills or vacancies no later than 1 September 2017.
4. If you have any questions or concerns, please contact my Command IG, COL Brunilda Garcia, at 910-570-8175 or at [brunilda.e.garcia@mail.mil](mailto:brunilda.e.garcia@mail.mil).

Encl

  
CHARLES D. LUCKEY  
Lieutenant General, US Army  
Commanding General

