



DEPARTMENT OF THE ARMY
SEVENTH ARMY TRAINING COMMAND
&
100th AREA SUPPORT GROUP

IG NEWSLETTER

APO AE 09114
OFFICE OF THE INSPECTOR GENERAL
PHONE: DSN 475-5555



February 2004

INSPECTOR GENERAL CORNER

What are the key things you need to know about the IG...

Roles and Responsibilities

- Helps train the Army.
- Is responsible to the U.S. Army, the IG System, and the Commander (CG).
 - Sphere of Activity includes everything for which the Commander is responsible.
 - IGs provide assistance, conduct inspections, conduct investigations/inquiries, teach & train.
 - Ultimately he is the extension of the eyes, ears, voice and conscience of the commander.
 - IGs can only advise, not order or direct a Commander to act upon a situation.
 - IGs can inquire/investigate violations of laws, regulations and policies/directives.

Who must cooperate with an IG

- Army Active Duty personnel, Reserve (Federal Status), National Guard (Federal Status) and other DOD military and civilians must cooperate with an IG.

Penalties for making False Statements

- AR 20-1 establishes the prohibition against making an unlawful communication with an Inspector General, Member of Congress (MC), or Office of Special Counsel (OSC). Persons subject to this regulation will not knowingly make an unlawful communication with an IG, an MC, or the OSC. An example of unlawful communication is a false official statement (Article 107, Uniform Code of Military Justice (UCMJ)).

- Personnel subject to the UCMJ who make unlawful communications are subject to punishment under Article 92, UCMJ. They may also be subject to adverse administrative action, and other adverse action authorized by the United States Code or Federal Regulations.

IGs conduct Follow-up on all issues

- IGs will not close cases until all issues have been thoroughly addressed and IG responsibilities have been fulfilled.
 - A primary concern is with ensuring IG actions; command decisions or proponent actions were completed.
 - Review for appeals or due process actions.
 - If a problem is not resolved, the IG must determine the reason for it.
 - The IG also will not close a case until all appropriate actions are completed.

References:

AR 20-1, Inspector General Activities and Procedures, http://www.apd.army.mil/pdf/files/r20_1.pdf

IN THIS ISSUE

- 1 7th ATC Inspector General Comments
- 2 Assistance Corner Living Quarters Allowance (LQA)
- 3 Assistance Corner Cost of Living Allowance (COLA)
- 4 FY04 Inspections & NCO Counseling

ASSISTANCE CORNER

Living Quarters Allowance (LQA)

The purpose of this article is to inform managers and their affected employees of the process regarding eligibility in granting LQA.

1. Program Administration (DSSR and AER 690-500.592 and the newly revised CHRMA Directive 23, dated 15 January 2004.

a. The CHRMA (CPOC) will: Determine employee's eligibility for LQA; Give employee's advice and assistance on how to complete SF 1190; Inform employee's (in writing) that they must provide receipts for actual utility expenses within 15 months after occupying permanent quarters. CHRMA (CPOC) will suspend LQA payment if receipts are not submitted by established suspense dates. For more complete and detailed information regarding LQA eligibility refer to AER 690-500.592 as listed under references below this article.

b. Revised CHRMA Directive 23 - The below criteria apply when determining the "substantially continuous employment" requirement in AER 690-500.692, as it pertains to travel and transportation entitlements:

For former military members or civilian employees the transportation entitlement remains intact when one or more or all the following situations occurred:

- (1) Shipment of household goods from non-temporary storage.
- (2) A family member's early return to the United States or U.S. Territories.
- (3) Shipment of HHGs to the U.S. or U.S. Territories in conjunction with the family member's return.
- (4) A short distance HHGs move at government expense authorized for military members, from vacated government quarters to temp storage, or to a temp residence in the vicinity of the vacated quarters IAW with JFTR, Vol 1.

Continued 2 of 2

Note: Anything other than the above will constitute more than 50% of the transportation entitlement.

Former employees of US firms or organizations will be considered to have had "substantially continuous employment" if:

(1) They were originally recruited from the U.S. under conditions that provided for their personal return travel to CONUS; and CHRMA Directive 23, Subject: LQA Eligibility determinations.

(2) They had not used their personal return travel.

Note: Entitlements to ship HHGs, family members, and or POV are not a deciding factor in determining LQA eligibility when the employment contract did not include these transportation entitlements. Procedure 3a as listed within the CHRMA Directive 23 will be followed in the event that the U.S. firm, organization, or interest provided the employee with full transportation entitlements, that is, transportation of family members, HHGs and POV.

BLUF: Recent IG cases revealed more employees are granted LQA based upon new guidance contained in CHRMA Directive 23, dated 15 January 2004. Submit your LQA Questionnaire with supporting documentation based upon the above directive and IAW web link below. We recommend contacting CPOC immediately, if your LQA action was previously placed in a pending status.

References:

Department of State Standardized Regulations (DSSR) <http://www.state.gov/m/a/als/c1843.htm> and for LQA specific, refer to **Provisions 130** Titled LQA, dated 28 Mar 01 <http://www.state.gov/m/a/als/1728.htm> and the AER <https://www.aeaim.hqusareur.army.mil/library/reg/pdf/aer690-500.592.pdf> dated 20 Jun 03, effective date 01 Jul 03 <http://www.chrma.hqusareur.army.mil/> click on Master index then select L for LQA complete Questionnaire POC LQA eligibility/determination is Ms. Marie Crisp, CPOC 375-9923 and CPD POC is Ms. Renate Riseden, Policy Management Branch, 375-2551 for CHRMA Dir 23, dated 15 Jan 2004.

ASSISTANCE CORNER

Cost of Living Allowance (COLA)

Cost of Living Allowance (COLA) is paid to members assigned to high cost OCONUS areas to help them maintain the equivalent purchasing power of their CONUS-based counterparts. The COLA system compares the cost differences between goods and services (excluding housing) purchased in an OCONUS area to the price of goods and services purchased in CONUS. The goal of COLA is to partially compensate members OCONUS for costs of a set market basket of goods/services in EXCESS of CONUS costs. Using Retail Price Schedule (RPS) Surveys and Living Pattern Surveys (LPS) determine COLA for each duty station and not by geographical area.

RPS is an annual survey, but may be submitted more frequently. With RPS, market basket surveys report actual prices paid by service members for a goods/services market basket (120 items) at the Overseas Continental United States (OCONUS) location and includes selected items ordinarily purchased by Continental United States (CONUS)-based families and items that are also available in most OCONUS areas. Simply put, this survey compares the price of items more commonly purchased and available by families CONUS to the same items for families OCONUS. An adjustment is then made to offset the cost of these selected items purchased and available CONUS compared to OCONUS.

The LPS is required at least every three years, but may be submitted more frequently. This is an individual survey. The LPS determines from where the service members purchase their goods/services (local versus commissary/PX). It determines the purchase and percentage from each source (local and/or commissary/PX). The LPS is conducted before the RPS. What facilities are available to service members and where are they spending their money (on or off post).

Continued 2 of 2

The Per Diem Committee coordinates with the 266th FINCOM to begin the surveys and at that time, a pricing team is sent out to do surveys in each area. After the data is gathered, it is sent back to the Per Diem Committee, who then compiles the data. Once the data is compiled, the Per Diem committee determines if any of the COLA indexes need to be changed and do so accordingly.

The most recent LPS and RPS surveys conducted in 2002 and 2003 have been verified and the COLA indexes reflect accordingly. Remember indexes are weighted individually by duty station and not by geographical area and then aggregated and summarized for a final location COLA index. Then changes in exchange rates (where appropriate) are applied to that portion of COLA index that reflects local currency purchases as often as 2 times per month.

Bottom line, COLA is based on a combination of things; including prices paid for selected goods/services available/purchased by families OCONUS compared to those items CONUS.

If you have questions concerning your COLA rate, please contact your local servicing finance office.

Reference: Joint Federal Travel Regulation (JFTR), Appendix J,
<http://www.dtic.mil/perdiem/jftr.pdf>

INSPECTIONS CORNER

FY 04 Inspection Schedule

1st QTR: NCO Counseling - Completed

Inspected Units: 7ATC & 100th ASG

2^d QTR: Time and Attendance

Inspected Units: 100th ASG

3^d QTR: OIP/CIP

Inspected Units: 7ATC & 100th ASG

4th QTR: Community Support for Deployments & Redeployments

Inspected Units: 100 ASG

NCOER Counseling

Face-to-face performance counseling between the rater and the rated NCO is required to improve or maintain performance and professionally develop the rated NCO. It is a process by which the rater develops and communicates performance standards to the rated NCO at the beginning of the rating period. The rater should also conduct additional performance counseling during the rating period by providing the rated NCO with feedback regarding his or her progress in meeting the goals established at the beginning of the rating period.

The goal of performance counseling is to get all NCOs to be successful and meet or exceed standards; therefore, the best counseling is always looking forward. Counseling does not dwell on the past and what was done, but rather on the future and what can be done better.

This precludes any surprises when it is time for the actual evaluation report. If a proper counseling is being done, a rated NCO should

Continued 2 of 2

never be alarmed if he or she receives a report that highlights shortcomings or failures.

The initial counseling will be accomplished within the first 30 days of the rating period and additional counseling will be conducted at least quarterly (every 3 months) thereafter. Once a NCO receives a NCOER, a new rating period begins; therefore, initial counseling must be conducted within the first 30 days.

The rater uses DA Form 2166-8-1 (NCO Counseling Checklist/Record), along with a working copy of the NCOER, to prepare for, conduct and record results of performance counseling with the rated NCO. Its use is mandatory for counseling all NCOs, CPL through CSM.

Counseling must be planned and conducted in a timely manner. Counseling at the end of the rating period is too late since it does not provide sufficient time for the rated NCO to make improvements prior to the evaluation.

Raters and other members of the chain of command are authorized and encouraged to periodically check to ensure that counseling is being done. Senior raters should require raters to submit the counseling packet with the NCOER.

REMEMBER: Initial and subsequent counseling must use the NCO Counseling Checklist/Record, coupled with a "working copy" of the NCOER. If counseling is conducted properly, raters are writing bullets down each quarter. Therefore, when it is time to complete the evaluation, it's a much easier task. Another advantage is that it diminishes the possibility of generating an unjust, unfair, or administrative incorrect evaluation.

References:

AR 623-205, NCO Evaluation Reporting System,
http://www.apd.army.mil/pdffiles/r623_205.pdf
Army counseling website,
[Counseling Home Page](#)

IMPORTANT

Commanders are reminded to become familiar with the provisions of DOD Instruction 6490.4, DOD Directive 6490.1 and USAREUR Regulation 40-6 dealing with "Referring Soldiers for Mental Health Evaluations". There are certain requirements that must be met prior to sending a soldier for a mental health evaluation. Paramount is that commander must inform the soldier, *in writing*, of their rights pursuant to the referral. This is in addition to the AE Form 40-6A-R (Unit Commanders Request for Mental Health-Evaluation). Do not forget the memo. A verbal statement to the soldier of their rights is not enough. DOD Instruction 6490.1 has an example of a proper memorandum to a soldier explaining their rights.

Comments may be addressed to HQ 7ATC, Office of the Inspector General, ATTN: AETT-IG, APO AE 09114 or please call DSN 475-5555.

JAMES A. WOODS
MAJ, IG
Inspector General

DISTRIBUTION:

A

The Secretary of the Army has determined that the publication of this periodical (pamphlet) is necessary in the transaction of the public business as required by law of the Department. Use of funds for printing this publication has been approved by CINCUSAREUR 1 April 1993 in accordance with AR 25-30. The views and opinions expressed in the periodical are not necessarily those of the Department of the Army or of the publishing agency or command.