

**COMPLAINT ACTIONABILITY DETERMINATION WORKSHEET**

The proponent agency is the United States Army Inspector General Agency.

**AUTHORITY:** Army Regulation 20-1, Inspector General Activities and Procedures, and The Assistance and Investigations Guide

**INSTRUCTIONS:** Complete this worksheet in its entirety as part of an actionability analysis to evaluate and close an allegation. Upload the completed worksheet into the Inspector General Action Request System (IGARS) database. If disapproved by proper authority, refer the complaint (not this worksheet) to the applicable command authority for action.

<b>CASE NUMBER:</b>		<b>IG ACTION OFFICER:</b>	
---------------------	--	---------------------------	--

**SECTION I: COMPLAINANT IDENTIFICATION**

<b>1. NAME</b> ( <i>Last, First, Middle Initial</i> )	<b>2. GRADE / RANK</b>	<b>3. DOD ID</b>	<b>4. COMPO / STATUS</b>
<b>5. TELEPHONE</b> ( <i>Duty, home, and/or cell</i> )	<b>6. E-MAIL ADDRESS</b>		
<b>7. MAILING ADDRESS</b>			
<b>8. UNIT</b>	<b>9. UNIT ADDRESS</b>		

**SECTION II: COMPLAINT SUMMARY**  
*Summarize the allegations with applicable standards.*

**SECTION III: SUBJECT INFORMATION**  
*Describe the responsible party (subject) of an allegation.*

10. GRADE / RANK	11. NAME	12. UNIT / CONTACT INFO	13. RELATIONSHIP TO COMPLAINANT

**SECTION IV: EVALUATE AND CLOSE ANALYSIS**

*Explain the rationale justifying recommendation to Evaluate and Close. Comments must include and explain information obtained in the complaint clarification interview (CCI), witness interview(s), and / or available reference documents.*

[Empty space for evaluation and close analysis comments]

**SECTION V: RECOMMENDATIONS AND APPROVALS**

*Route this worksheet through recommender / approver chain. Select appropriate action then sign, and date.*

*NOTE: If the Command IG disapproves E&C, the IG Action Officer will refer the complaint / allegations to command for action per the Directing Authority.*

14. RECOMMENDER	15. NAME	16. ACTION	17. SIGNATURE	18. DATE
IG Action Officer				
Peer Reviewer				
Legal Advisor				
Command IG				

**SECTION VI: ADDITIONAL COMMENTS OR REMARKS**

[Empty space for additional comments or remarks]

## INSTRUCTIONS

This document is issued for use only by Department of the Army Inspectors General and is not for the complainant to complete or the IG to disseminate outside of the Army Inspector General system except for the supporting Legal Advisor and Directing Authority, if required.

An allegation is **actionable** when there is sufficient evidence to warrant an investigation or inquiry into whether a deed, displayed behavior, or unethical communication is in direct violation of an existing standard.

**CASE NUMBER.** Enter the assigned local IGARS case number.

**IG ACTION OFFICER.** Enter the name of the Inspector General completing the worksheet and conducting the actionability analysis.

### SECTION I: COMPLAINANT IDENTIFICATION

- (1) **Name.** Last name, first name, and middle initial of the complainant.
- (2) **Grade / Rank.** Input the current rank (if applicable) of the complainant.
- (3) **DOD ID.** The complainant's Department of Defense identification number. Do not enter Social Security Numbers on this worksheet.
- (4) **COMPO / Status.** Select the complainant's current Army component and status from the drop-down menu.
- (5) **Telephone Number.** The complainant's telephone number(s).
- (6) **Email Address.** The complainant's email address.
- (7) **Mailing Address.** The complainant's mailing address.
- (8) **Unit.** The complainant's current unit, agency, or organization of assignment.
- (9) **Unit Address.** The complainant's unit, agency, or organization mailing address.

### SECTION II: COMPLAINT SUMMARY

Description of the allegation(s) with applicable standard(s).

### SECTION III: SUBJECT INFORMATION

- (10) **Rank / Title.** Select the current rank (if applicable) of the subject from the drop-down menu.
- (11) **Name.** Last name, first name, and middle initial of the subject.
- (12) **Unit / Contact Information.** The subject's unit, agency, or organization assignment name and contact telephone number.
- (13) **Relationship to the Complainant.** Describe the professional and / or personal relationship to the complainant as it pertains to the complaint.

### SECTION IV: EVALUATE AND CLOSE ANALYSIS

Explain the rationale for an Evaluate-and-Close recommendation upon completion and review of a complaint clarification interview (CCI), witness interview(s), and / or reference document(s) / evidence. Rationale must clearly explain the information obtained and how it supports a recommendation to close the case without further IG action.

### SECTION V: RECOMMENDATIONS AND APPROVALS

- (14) **Approver.** Position title of the recommender / approval authority in routing sequence order.
- (15) **Name.** Last name, first name, and middle initial of the recommender / approver.
- (16) **Action.** Select the applicable action from the drop-down menu.
- (17) **Signature.** Each Recommender / Approver signs after they select the appropriate action.
- (18) **Date.** Select and enter the date of signature

### SECTION VI: ADDITIONAL COMMENTS OR REMARKS

This section is reserved for any recommender / approver for additional subjects, suspects, comments, or remarks pertaining to any portion of the worksheet.

**Upload this worksheet upon completion into the Inspector General Action Request System (IGARS).**