



DEPARTMENT OF THE AIR FORCE  
OFFICE OF THE CHIEF OF STAFF  
UNITED STATES AIR FORCE  
WASHINGTON DC 20330

MEMORANDUM FOR ALMAJCOM-FOA-DRU/CV  
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FROM: HQ USAF/CV  
1670 Air Force Pentagon  
Washington, DC 20330-1670

SUBJECT: Implementation of Commander/First Sergeant Checklist for Airmen Under Investigation

Our Airmen are incredible—the heart of our Air Force and the core of our capability. They fly, fight, and win every day, make sacrifices to defend our nation, and uphold our core values and accomplish the mission. We, as leaders, work hard to take care of them so they can continue to take care of the mission. While there are many options available to us to help us care for our Airmen, some do still face challenges with coping and problem solving that, when unchecked, can erode morale, undermine relationships, and deprive them of a sense of belonging and purpose.

Airmen under investigation may feel particularly overwhelmed or even hopeless. The attached checklist provides commanders and first sergeants a tool to help provide support to Airmen in difficulty. Use of the checklist is mandatory for Airmen under investigation under the Uniform Code of Military Justice or civilian criminal justice system. It is recommended for others who may benefit due to existing or impending legal problems.

Thank you for all you do to care for our Airmen. Leadership at all levels is key to making a difference in Airmen's lives. My point of contact for this issue is Lt Col David Linkh, AF/SG3/5, (703) 681-7603, or, email [david.j.linkh.mil@mail.mil](mailto:david.j.linkh.mil@mail.mil).

A handwritten signature in black ink that reads "Stephen W. Wilson".

STEPHEN W. WILSON  
General, USAF  
Vice Chief of Staff

Attachment:  
Commander/First Sergeant Checklist

## Unit Commander/First Sergeant Checklist for Airmen Under Investigation or Involved in the Military/Civilian Criminal Justice/Legal Systems

<b>Initial Actions (Within 48 Hours of Notification)</b>	
<b>1</b>	Inform Unit Commander (CC), 1st Sgt , OIC and Supervisor
<b>2</b>	Ensure “Warm Hand Off” after investigative interviews IAW AFI 90-505, <i>Suicide Prevention Program</i>
<b>3</b>	Reinforce to the member that he/she remains a <b>valued member of the unit.</b>
<b>4</b>	Provide assurances that due process will be followed and advise the member of his/her right to consult with the Area Defense Counsel
<b>5</b>	Ask key personnel and the member about current coping and encourage help-seeking via local resources. Ask directly about suicidal thoughts and contact the installation Director of Psychological Health/Mental Health Flight Commander to seek consultation on assisting/supporting the member as necessary
<b>6</b>	Inform the member of the Limited Privilege Suicide Prevention Program (LPSP)/Refer to Mental Health clinic on a voluntary basis
<b>7</b>	If member is unwilling to receive MH care & does not meet criteria for CC-Directed MH evaluation, encourage engagement with Behavioral Health Provider in Primary Care, Chaplain or Military OneSource
<b>8</b>	Direct 1st Sgt or Flt/CC and supervisor to check in with member to determine <b>coping, social support, thoughts of self-harm &amp; access to lethal means</b>
<b>9</b>	<p>If personal safety is a concern and the member has access to lethal means:</p> <ul style="list-style-type: none"> <li>• Encourage member to voluntarily secure personal firearms w/ friend/armory</li> <li>• Consult with medical/mental health regarding management of medications</li> <li>• Restrict access to duty weapons via Do Not Arm roster if necessary</li> </ul> <p>For members residing on base or in off-base privatized housing:</p> <ul style="list-style-type: none"> <li>• CC may have authority to order member to temporarily turn over personal firearms to mitigate immediate threat(s).</li> <li>• CC must engage installation SJA prior to taking action in this regard</li> </ul>
<b>Follow-up Actions (72-Hours and Beyond)</b>	
<b>10</b>	Ensure supervisor/designee has frequent check-ins with member & that unit leaders meet regularly with the member until legal action is resolved
<b>11</b>	Have member and supervisor/designee develop activity plan for off duty time, i.e., weekends, leaves & holidays
<b>12</b>	Have leave (outside local area) requests reviewed/coordinated at the Sq/CC level
<b>13</b>	1 <sup>st</sup> Sgt should meet weekly with the member to discuss any safety/coping concerns and provide support
<b>14</b>	Encourage continued engagement in unit & community activities if appropriate
<b>15</b>	Encourage hope & acknowledge positive changes, behaviors or contributions made by the member regardless of current allegations or pending legal actions

**Notes:**

**General:**

- Use of this checklist is **mandatory** upon notification that an Airmen, defined as those subject to the UCMJ, is under investigation under the UCMJ or a civilian jurisdiction for a criminal offense.
- Use of this checklist is **recommended** for all Airmen (as defined above) who may benefit due to current recent or anticipated investigation(s) or legal issues of any type
- If the Unit Commander is preferring charges, tasks can be delegated. For Commander Directed Investigations (CDIs) the checklist will be activated when the member is informed of the CDI
- **The checklist is initiated only after the member has been apprised by AFOSI or other investigative agency of the investigation** (Consult with SJA for guidance as needed)

**2. AF Investigative Interview Policy.** Per AFI 90-505, para. 3.1.6.2. "Following any subject interview, the AF investigators (e.g., AFOSI, IG, SF, and EEO) must hand-off the accused directly to the member's commander, or 1st Sgt through documented person-to-person contact." For ARC units, when the commander or first sergeant is a traditional guardsman/reservist and unable to be contacted, the senior ranking unit member (E-7 or higher) on active status will receive the hand-off and make notifications to the 1st Sgt and commander. The investigator will notify the unit representative that the individual was interviewed and is under investigation.

**6. Limited Privilege Suicide Prevention Program (LPSP).** LPSP provides the highest level of confidentiality available in mental health care, ensuring that a member's statements to a mental health provider cannot be used against him/her in legal proceedings and removing a potential barrier to help-seeking. All members under investigation under the UCMJ are eligible due to the effects of legal involvement, including shame, loss of status/esteem, social isolation, relationship and financial problems. Consult with SJA and mental health for application of the LPSP program.

**9 Access to Lethal Means.** Access to lethal means may put a member at increased risk. If personal safety is a concern, encourage the member to voluntarily relinquish firearms temporarily to be secured in the armory or to a trusted friend or unit member. (consult with SJA as needed)

**10. Frequent Check ins.** Check-ins (daily to 2-3x weekly) may be accomplished in person, via telephone or text at the discretion of the Commander. Weekly contacts with the 1st Sgt should occur face to face. Ensure that these are "caring contacts" vs. becoming a punitive requirement.

**12. Leave Requests.** Leave requests, especially outside the local area should be carefully considered in light of case status and the member's coping abilities. Commander review should be conducted in conjunction with MH, SJA and supervisor input, as appropriate.

**10-15. Ensure that the member does not feel "written off" by the Commander, chain of command or peers.** Airmen under investigation must continue to meet applicable standards and should be given opportunities to contribute to the mission and interact with peers through formal/informal squadron functions unless there are specific reasons to exclude them from such activities. Feared loss of career is a severe stressor. Social exclusion and feeling like a burden to others are identified suicide risk factors. Keep the member integrated and productive to every extent possible.