



JOINT FORCES ALABAMA NATIONAL GUARD
1720 Congressman William L. Dickinson Drive
P. O. BOX 3711
MONTGOMERY, ALABAMA 36109-0711

NGAL-TAG -IG

10 October 2014

MEMORANDUM FOR CIVILIAN EMPLOYEES AT ALABAMA NATIONAL GUARD

SUBJECT: The Right of Civilian Employees to Present Complaints/Request Assistance from the Inspector General (IG)

1. All civilian employees have the right to present complaints or requests for assistance to the IG. These complaints or grievances may include what the civilian employee reasonably believes to be evidence of fraud, waste, and abuse.
2. Before visiting the IG, you should consider whether your immediate supervisor can address your concerns in a more prompt manner or follow one of the procedures outlined in paragraph three below. Remember to obtain permission to be absent from your duties if you wish to visit the IG during duty hours. You are not required to tell anyone why you want to speak to an IG.
3. Civilian personnel laws and regulations prescribe procedures for civilian employees to use in submitting complaints related to employment. If you are a bargaining-unit employee, your complaint may be covered by a negotiated grievance procedure. Your servicing Civilian Personnel Advisory Center (CPAC) can provide you with further information. If you want to submit a complaint about employment discrimination due to race, color, religion, sex, age, national origin, or disability, contact the **State Equal Employment Manager, @ 334-271-7215 /7217, JFHQ-AL/J1-HRO-SEEM, P.O. Box 3711, Montgomery, AL 36109-0711.** Appropriated fund employees' complaints regarding whistleblower reprisal or prohibited personnel practices may also be addressed to the Office of Special Counsel; Non-Appropriated Fund (NAF) employees should address such complaints to the Office of the Inspector General, Department of Defense.
4. If you have a complaint about matters other than civilian employment, or a complaint about possible regulatory or procedural violations concerning personnel actions that you feel your supervisor has failed to (or cannot) resolve, you may visit, call, or write your local IG using the following contact information: **JFHQ (ATTN: IG) P.O. Box 3711, Montgomery, AL 36109-0711. Office hours are Monday-Friday, 0800-1700 and JFHQ Drill Weekends. Phone: 334-271-7245 or Toll Free 1-866-456-2764, Pin# 7245. FAX: 334-271-7302. Email: ng.al.alarng.list.staff-ig@mail.mil**
5. If you believe that your local IG's response to your concerns is not fair, complete, or in accordance with law or regulation - or if you believe that contacting your local IG may jeopardize your interests - you may write to: National Guard Bureau, ATTN: NGB-IG, 1411 Jefferson Davis Hwy, Arlington, VA 22202-3259. You may also call the Department of the

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Army Inspector General (DAIG) or the Department of Defense Inspector General (DODIG) Hotline. Their telephone numbers are DAIG Assistance Line: 1-800-752-9747 (toll free) and DODIG Hotline: 1-800-424-9098 (toll free). **For Air Guard assistance contact:** AF/IG Hotline 703-588-1562 or 1-800-538-8429; FAX: 703-696-2555 or DSN 426-2555. You may write to SAF/IGQ, 1140 Air Force Pentagon, Washington, DC 20330-1140.

6. You may report complaints about hazardous work conditions (unsafe or unhealthy) by following the procedures outlined in Department of the Army Pamphlet 385-10, paragraph 8-4.

7. In accordance with Army Regulation 20-1, paragraph 1-12 and Air Force Instruction 90-301, Section 2.3, the IG has a duty to protect confidentiality to the maximum extent possible. This requirement to protect confidentiality is true for all persons who ask the IG for help, make a complaint, contact or assist an IG during an inspection or investigation, or otherwise interact with an IG.

8. Department of Defense personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with the IG. These same individuals are prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperating with the IG, special counsel, or another employee designated by the head of the agency to receive such disclosures. However, if you lie or knowingly make false accusations to the IG, you may be subject to disciplinary action.



PERRY G. SMITH
Major General, ALARNG
The Adjutant General