

DO NOT COVER



MISSOURI NATIONAL GUARD
JOINT FORCE HEADQUARTERS
IKE SKELTON TRAINING SITE
2302 MILITIA DRIVE
JEFFERSON CITY, MISSOURI 65101-1203

NGMO-TAG

9 January 2014

MEMORANDUM FOR All Civilian Employees with the Missouri National Guard

SUBJECT: Right of Civilian Employees to Present Complaints or Request Assistance from the Inspector General

1. All civilian employees have the right to present complaints or requests for assistance to the Inspector General. These complaints or grievances may include what the civilian employee reasonably believes to be evidence of fraud, waste, and abuse.
2. Before visiting the Inspector General, 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 Inspector General during duty hours. You are not required to tell anyone why you want to speak to an Inspector General.
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 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 at 573-638-9854. State employees should contact the State Resources Office, NGMO-SR, at 573-638-9845 with complaints.
4. If you have a complaint about matters other than civilian employment, or a complaint about possible regulatory or procedural violations concerning personnel actions you feel your supervisor has failed to (or cannot) resolve, you may visit, call, or write your local Inspector General between 0700 and 1600 at:

2302 MILITIA DRIVE, JEFFERSON CITY, MO 65101-1203
Office located in Military Education Facility (MEF), Room 156
<http://www.moguard.com/ig-link.html>
DSN 555-9615/9842
COMM (573) 638-9615/9842
TOLL-FREE 1-877-374-5910
FAX 573-638-9751

NGMO-TAG

SUBJECT: Right of Civilian Employees to Present Complaints or Request Assistance from the Inspector General

5. If you believe your local Inspector General's response to your concerns is not fair, complete, or in accordance with law and regulation; or if you believe contacting your local Inspector General may jeopardize your interests, you may write to Chief, National Guard Bureau, ATTN: NGB-IG, Jefferson Plaza 1, Suite 11600, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231. You may also contact Department of the Army Inspector General (DAIG) or Department of Defense Inspector General, (DODIG) Hotline. Their contact information is:

DAIG Assistance Line: Toll Free: 1-800-752-9747

DODIG Hotline: Toll Free: 1-800-424-9098

DODIG Hotline Website: www.dodig.mil/hotline

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

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

8. In accordance with AR 20-1, paragraph 1-12, the Inspector General has a duty to protect confidentiality to the maximum extent possible. This requirement to protect confidentiality is true for all persons who ask the Inspector General for help, make a complaint, contact or assist an Inspector General during an inspection or investigation, or otherwise interact with an Inspector General.


STEPHEN L. DANNER
Major General, MONG
The Adjutant General

DISTRIBUTION A & ANG Units