



STATE OF NEW MEXICO
Department of Military Affairs
47 Bataan Boulevard
Santa Fe, New Mexico 87508-4695

DO NOT COVER

NMAG-AIG

1 October 2007

MEMORANDUM FOR ALL CIVILIAN EMPLOYEES AT NMARNG

SUBJECT: The 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.
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 MSG Liz Bryant, Equal Employment Opportunity manager. Appropriated fund employees' complaints regarding whistleblower reprisal or prohibited personnel practices may also be addressed to the Office of Special Counsel; non-appropriated fund employees will address such complaints to the Office of the Department of Defense Inspector General.
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 Inspector General using the following contact information: LTC Warren M. Perry, USPFO building, Room 111, 24 Bataan Blvd., Santa Fe, NM 85708, (505) 474-1321, or Ms. Loretta M. Rael, Assistant Inspector General, (505) 474-1320.
5. If you believe that your local Inspector General's response to your concerns is not fair, complete, or in accordance with law or regulation – or if you believe that contacting your local Inspector General may jeopardize your interests – you may call National Guard Bureau IG at (703) 607-2539, or DSN 327-2539. You may also call the Department of the 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).

NMAG-AIG

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

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

7. 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.

8. 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 designated by the head of the agency to receive such disclosures. However, if you knowingly make false accusations to the Inspector General, you may be subject to disciplinary action.

FOR THE COMMANDER:


WARREN M. PERRY
LTC, IG
Inspector General