



DEPARTMENT OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS, MISSISSIPPI NATIONAL GUARD
THE ADJUTANT GENERAL'S OFFICE
POST OFFICE BOX 5027
JACKSON MS 39296-5027

NGMS-IG

1 September 2016

MEMORANDUM FOR All Soldiers, Airmen, and Civilian Employees of the Mississippi National Guard

SUBJECT: Right to Present Complaints to or Request Assistance from the Inspector General (IG)

1. All Soldiers, Airmen, and civilian employees have the right to present complaints, grievances, or requests for assistance to the IG. These may include what the Soldier, Airman or civilian employee reasonably believes to be evidence of fraud, waste and/or mismanagement.
2. Before visiting the IG, military members should consider whether their concerns could be addressed more quickly and simply by referring them to their chain of command. You do not have to present your concerns to your chain of command before visiting the IG; however, you must obtain permission to be absent from your duties if you wish to visit the IG during your duty hours. You are not required to tell anyone why you want to speak with an IG.
3. Before visiting the IG, civilian employees should consider whether their concerns can be addressed more quickly and simply by referring them to their immediate supervisor first, or by using one of the following procedures:
 - a. Personnel regulations prescribe procedures for civilian employees to use in submitting complaints that pertain solely to civilian employment matters. These include complaints on personnel actions such as reductions-in-force, removals, disciplinary measures and similar actions. Federal Civilian Technicians should contact the Human Resources Office (HRO) at (601) 313-6343. State Employees should contact State Resources/HRO at (601) 313-6213. These personnel offices will provide information concerning pertinent regulations and procedural requirements. The HRO offices are located in the Mississippi National Guard, Joint Force Headquarters Building at 1410 Riverside Drive, Jackson, MS 39202.
 - b. To submit a complaint about discrimination in employment because of race, color, religion, sex, age, national origin, sexual orientation, or handicap condition you may contact the Equal Opportunity Office at (601) 313-6124. Federal Civilian Technician, State Employee personnel and Equal Opportunity offices are located in the Mississippi National Guard, Joint Force Headquarters Building at 1410 Riverside Drive, Jackson, MS 39202.
4. You may visit, call, email, or write your local IG. Forward written correspondence to the address above ATTN: NGMS-IG. The office number is (601) 313-6270 and fax number is (601) 313-6285. Office hours are Monday 0700 to 1530 and Tuesday - Friday, 0700 to 1630, Room Number 212 in the Joint Force Headquarters Building. Visit the MSNG IG homepage at <http://ms.ng.mil/resources/specialstaff/ig/Pages/default.aspx> for information about to requesting IG assistance, responsibilities, additional resources, and documents.

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5. If you believe your local IG's response to you is not fair, incomplete, not in accordance with law and regulation, or if you believe your interests may be jeopardized by contacting your local IG, you may write to National Guard Bureau: Office of the Inspector General at HQ, NGB-IG/Suite 1D163, 1636 Defense Pentagon, Washington, DC 20301-1636. You may also call the Department of the Army IG (DAIG) or the IG, Department of Defense (IG, DoD) Hotline. Their telephone numbers are:

Department of the Army IG, Toll free: (800) 752-9747 or (703) 545-1845

Department of Defense IG, Toll free: (800) 424-9098, or (703) 604-8799

Department of Air Force IG Hotline: (800) 538-8429, saf.ig@pentagon.af.mil

6. You may report complaints about hazardous work conditions (unsafe or unhealthy) by using procedures in AR 385-10.

7. In accordance with AR 20-1, paragraph 1-12, the IG has a duty to protect confidentiality to the maximum extent possible. This is true for all persons who seek assistance from the IG, make a complaint, give evidence, contact or assist an IG during an inspection or investigation, or otherwise interact with an IG. While confidentiality can be requested it cannot be guaranteed.

8. Department of the Army and Air Force personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with the IG, or a member of Congress. They are also prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperating with the IG, a member of Congress, or any agency established to receive such complaints. However, if you knowingly make false accusations to the IG, you are subject to disciplinary action.



JANSON D. BOYLES
Major General, MSNG
The Adjutant General of Mississippi

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