



STATE OF GEORGIA
Georgia Department of Defense
Post Office Box 17965
Atlanta, Georgia 30316-0965

REPLY TO
ATTENTION OF

NGGA-TAG

23 May 11

**POST ON UNIT BULLETIN BOARDS
PERMANENT NOTICE – DO NOT COVER**

MEMORANDUM FOR All Civilian Personnel of the Georgia National Guard (Army/Air)

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

1. All Civilian Employees have the right to present complaints grievances or requests for assistance to an inspector general. These may also include what a Civilian Employee reasonably believes is something involving fraud, waste and abuse. Before visiting an inspector general, the Civilian Employee should consider whether their concerns can be addressed more quickly and simply by referring the concern to their immediate supervisor and/or supervisory chain. Civilian Employees do not have to present concerns to their supervisor prior to visiting an inspector general. However, Civilian Employees must obtain permission from their supervisor to be absent from their place of duty if they wish to visit an inspector general during duty hours. Civilian Employees do not have to tell anyone why they want to speak with an inspector general.
2. Civilian personnel regulations prescribe procedures for Civilian Employees to use in submitting grievances that pertain solely to civilian employment matters. These include grievances concerning such personnel actions as reduction-in-force, removals, disciplinary measures, and similar actions. If a Civilian Employee wants to submit these type grievances they should first contact the State Human Resources Officer at 678-569-6022 who will provide information about the pertinent regulations covering the area of their grievance and will provide the correct grievance procedure to follow. However, if a Civilian Employee is a member of a recognized bargaining unit and there is a negotiated grievance procedure, the Civilian Employee must file their complaint concerning employment matters in accordance to the bargaining unit negotiated grievance procedure. If a Civilian Employee wants to submit a complaint about discrimination in employment because of race, color, religion, sex, age, national origin, or handicap condition, they should contact the State Equal Employment Office at 678-569-5728.
3. If a Civilian Employee has a complaint about matters other than civilian employment, other than equal opportunity or has a complaint about violations of regulations or procedures in relation to processing their personnel related grievances, and the Civilian Employee also feels their complaint has not been resolved by their supervisor, the Civilian Employee may visit, call, or write the unit inspector general or the State Inspector General at:

Name: Colonel Mark C. Gardner
Location: Building 21/Room 135

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Address: 935 E. Confederate Ave, Atlanta, GA 30316

Telephone: (678) 569-6020, DSN 338-6020 (Monday-Friday & Joint Staff IDT Assembly)

4. If a Civilian Employee believes that their unit inspector general and/or the State Inspector General response is not in accordance with law and regulation, or if a Civilian Employee believes their interest may be jeopardized by contacting the unit's inspector general or State Inspector General, the Civilian Employee may contact the National Guard Bureau Inspector General (NGB-IG). A Civilian Employee may also call the Department of the Army Inspector General (DAIG) or the Department of Defense Inspector General (DOD-IG).


NGB-IG: (703) 693-5080, DSN 223-5080

DAIG: 1-800-752-9747

DOD-IG: 1-800-424-9098

5. Department of Defense personnel are prohibited from taking any action that restricts a Civilian Employee from filing a complaint, seeking assistance, or cooperating with an inspector general or a member of Congress. Department of Defense personnel are also prohibited from taking disciplinary or adverse action against a Civilian Employee for filing a complaint, seeking assistance, or cooperating with an inspector general, a member of Congress, or any agency established to receive such complaints. However, if person(s) knowingly make false accusations to an inspector general they are subject to disciplinary action.

6. An inspector general has a duty to protect confidentiality to the maximum extent possible. This is true for all persons who ask an inspector general for help, make a complaint, give evidence, contact, or assist an inspector general during an inspection or investigation, or otherwise interact with an inspector general.


WILLIAM T. NESBITT
Major General
The Adjutant General