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STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 44325-2789

AGOH-IG (20-1) 23 August 2006

MEMORANDUM FOR CIVILIAN EMPLOYEES IN THE OHIO NATIONAL GUARD

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

1. All civilian employees have the right to present complaints, grievances, or requests for assistance to the Inspector General. These may include what the civilian employee reasonably believes evidence fraud, waste, and abuse.

2. Before visiting the Inspector General, you should consider whether your concerns can be addressed more quickly and simply by referring them to your immediate supervisor first, or by using one of the procedures in paragraph 3.

3. Civilian Personnel Regulations prescribe procedures for civilian employees in submitting complaints that pertain solely to civilian employment matters. These include complaints on such personnel actions as reductions-in-force, removals, disciplinary measures, and similar actions. If you want to submit this kind of complaint, contact Labor Relations at (614) 336-7269 who will give you information about the pertinent regulations and tell you the procedures to follow. However, if you are a member of a recognized bargaining unit and there is a negotiated grievance procedure, you must file your complaint concerning employment matters by following that procedure. If you want to submit a complaint about discrimination in employment because of race, color, religion, sex, age, national origin, or handicap condition, contact the Equal Employment Opportunity Officer at (614) 336-7121.

4. If you have a complaint about matters other than civilian employment, or a complaint about violations of regulations or procedures in processing complaints about personnel actions, and you feel your complaint has not been resolved by your supervisor, you may visit, call or write your local Inspector General at –

NAME: Colonel Timothy C. Gorrell
OFFICE HOURS: Monday to Friday 0730hrs to 1630hrs
ADDRESS: The Adjutant General's Department, Attn: AGOG-IG, 2825 West Dublin Granville Road, Columbus, Ohio 43235-2789
PHONE: Commercial 614-336-7030
Toll Free 1-888-766-3812

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5. If you believe your local inspector general's response to you is not fair, complete, or in accordance with law and regulation; or if you believe you interests may be jeopardized by contacting your local Inspector General, you may write to Chief, NGB, Attn: NGB-IG, Jefferson Plaza 1, Suite 11600, 1411 Jefferson Davis Highway, Arlington, Virginia 22202. You may also call the Department of the Army Inspector General (DAIG) or the Inspector General, Department of Defense (IG, DOD) Hotline. Their telephone numbers are--

DAIG: Toll free: 1-800-752-9747
IG, DOD: Toll free: 1-800-424-9098
Commercial: (703) 693-5080, DSN: 223-5080

6. You may report complaints about hazardous work conditions (unsafe or unhealthy) by using procedures in chapter 3, AR 385-10.

7. Per AR 20-1, paragraph 1-12, the Inspector General has a duty to protect confidentiality to the maximum extent possible, however, an Inspector General can not guarantee confidentiality. This is true for all persons who ask the 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.

8. Department of the Army personnel are prohibited from taking any action that restricts you from filing a complaint, seek assistance, or cooperating with the Inspector General, 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 Inspector General, a Member of Congress or any agency established to receive such complaints. However, if you lie or knowingly make false accusations to the Inspector General, you are subject to disciplinary action.

Timothy C. Gorrell
Colonel, IG
Inspector General

Encl
Before You Tell It
To An IG