



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
JOINT FORCE HEADQUARTERS - VIRGINIA  
6090 STRATHMORE ROAD, BLDG 430  
RICHMOND, VIRGINIA 23237

NGVA-ZA

29 June 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy 22-013, Right of Civilian Personnel or Family Members to Seek Assistance from an Inspector General

1. Civilian personnel have the right to present complaints or request for assistance to the Inspector General (IG). These requests for assistance may include what the civilian employee reasonably believes to be evidence of fraud, waste and abuse.
2. Before visiting the IG, you should consider whether your immediate supervisor can address your concerns in a prompt manner or if referring the matter to the chain of command would result in resolution. You are not required to present your concerns to the chain of command or tell anyone that you want to visit the IG.
3. Civilian personnel laws and regulations prescribe procedures for civilian employees to use in submitting complaints related to employment. Negotiated grievance procedures may cover complaints from bargaining-unit employees. Your servicing Civilian Personnel Advisory Center (CPAC) can provide you with further information. If you want to submit a complaint about employment discrimination due to race, religion, sex, age or disability contact the State EEO Officer, telephone (804) 236-7739 or (434) 480-6983. The Office of Special Counsel may address complaints regarding whistleblower, reprisal, or prohibited personnel practices for appropriated fund employees. Non-appropriated fund employees should address such complaints to the Office of the Department of Defense Inspector General
4. If you have a complaint regarding matters outside civilian employment or that you feel your supervisor has failed to resolve a complaint, you may contact your local IG:

Office of the Inspector General, Virginia National Guard  
ATTN: NGVA-IG  
Building 430, 6090 Strathmore Road, Richmond, Virginia 23297-5100  
Email: [ng.va.vaarng.mbx.ngva-vaig@mail.mil](mailto:ng.va.vaarng.mbx.ngva-vaig@mail.mil)  
Telephone: (804) 236-7895 or (434) 298-6139

5. If you believe the Virginia National Guard IG did not properly respond to your request, was unfair, or not acting in accordance with law and regulation, or if you believe your interest may be jeopardized by calling or visiting the Virginia National Guard IG, you may present your issue to the following:

- a National Guard Bureau, NGB-IG, 111 South George Mason Drive, Arlington, Virginia 22204, Telephone: 703-607-2539, email: [ng.ncr.ngb-arng.mbx.ngb-ig@mail.mil](mailto:ng.ncr.ngb-arng.mbx.ngb-ig@mail.mil)

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b Department of the Army Inspector General (DAIG), DAIG-AC, 1700 Army Pentagon Room 3E588, Washington, DC, 20301-1900, Telephone: 800-752-9747, website: <https://ig.army.mil>

c Secretary of the Air Force Inspector General (SAFIIGQ), 1140 Air Force Pentagon, Washington DC, 20330-1140, Telephone: 800-538-8429, email: [daf.ighotline@us.af.mil](mailto:daf.ighotline@us.af.mil)

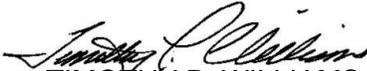
d Department of Defense Inspector General (DOD-IG), Pentagon, Washington DC, 20301-1900, Telephone: 800-424-9098, website: <https://www.dodig.mil/Components/Administrative-Investigations/DoD-Hotline/>

6. You may report complaints about hazardous work conditions (unsafe or unhealthy) by following procedures outlined in DA PAM 385-10 Chapter 8-4 and AFI 91-202 Chapter 4.

7. In accordance with AR 20-1 paragraph 1-13 and AFI 90-301 section 3.2, the IG must protect confidentiality to the maximum extent possible. This requirement to protect confidentiality is true for all persons who ask the IG for help, make a complaint, contact or assist an IG during an inspection or investigation, or otherwise interact with an IG.

8. Department of Defense personnel cannot take any action that restricts you from filing a complaint, seeking assistance, or cooperating with the IG. These same individuals are prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperating with the IG, Special Counsel or another employee designated by the head of the agency to receive such disclosures. If you knowingly make false accusations to the IG, you may be subject to disciplinary action.

9. The point of contact for this memorandum is COL Anthony E. Daniels, State Inspector General, and can be reached at [anthony.e.daniels2.mil@army.mil](mailto:anthony.e.daniels2.mil@army.mil) or via (804) 236-7895.

  
TIMOTHY P. WILLIAMS  
Major General, VaARNG  
The Adjutant General

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