



DEPARTMENTS OF THE ARMY AND AIR FORCE  
JOINT FORCE HEADQUARTERS - VIRGINIA  
6090 STRATHMORE ROAD, BUILDING 430  
RICHMOND, VIRGINIA 23237-1103

NGVA-ZA

23 February 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (U) Policy Number 27 - 23, Rights of Civilian Personnel or Family Members to Seek Assistance from an Inspector General

1. References:

- a. Army Regulation 20-1, Inspector General Activities and Procedures, 23 March 2020
- b. Air Force Instruction (AFI) 90-301, Inspector General Complaints Resolution, 28 December 2018
- c. Department of the Army Pamphlet (DA PAM) 385-10, Army Safety and Occupational Health Program Procedures, 24 July 2023
- d. AFI 91-202, The U.S. Air Force Mishap Prevention Program, 14 October 2020

2. Applicability. This policy applies to the Army and Air National Guard service members and civilians, Department of the Army and Air Force civilians and contractors, Department of Military Affairs employees, members of the Virginia Defense Force, and family members.

3. Background. Inspectors General (IG) conduct themselves as unbiased professionals who provide a confidential service to the organization. The IG team assists with increasing readiness and bolstering warfighting capabilities. The IG uses four functions to accomplish their mission: inspections, assistance, investigations, and teaching and training.

4. Policy. Civilian personnel have the right to present complaints or requests for assistance to the Inspector General. These requests for assistance may include what the civilian employee reasonably believes to be evidence of fraud, waste, and abuse.

5. Procedures.

- a. Before visiting the IG, consider whether the immediate supervisor can address the concerns in a prompt manner or if referring the matter to the chain of command would result in resolution. It is not required to present concerns to the chain of command or let them or others know of the intent to visit the IG.

- b. 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. The Civilian Personnel Advisory Center can provide further information. To submit a complaint about employment discrimination due to any of the protected categories, contact the State Equal Opportunity Office. The Office of Special Counsel may address complaints regarding whistleblower, reprisal, or prohibited personnel

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practices for appropriated fund employees. Non-appropriated fund employee complaints should be addressed by the Office of the Department of Defense Inspector General.

c. Complaints regarding matters outside of civilian employment or those that have not been resolved may be raised to the local IG.

Office of the Inspector General, Virginia National Guard  
ATTN: NGVA-IG  
6090 Strathmore Road, Building 430  
Richmond, Virginia 23237-1103  
Email: ng.va.vaarng.mbx.ngva-vaig@mail.mil  
Telephone: (804) 236-7895 or (434) 298-6139

d. Personnel who believe the Virginia National Guard IG did not respond properly, were unfair, or did not act in accordance with law and regulation, or if personnel believe their interest may be jeopardized by calling or visiting the Virginia National Guard IG may present their issue to the following:

(1) National Guard Bureau, NGB-IG, 111 South George Mason Drive, Arlington, Virginia, 22204-1373; email: ng.ncr.ngb-arng.mbx.ngb-ig@mail.mil; telephone: (703) 607-2539

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

(3) Secretary of the Air Force Inspector General, SAFIIGQ, 1140 Air Force Pentagon, Washington, D.C., 20330-1140, email: daf.ighotline@us.af.mil; telephone: (800) 538-8426

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

e. Complaints regarding unsafe or unhealthy work conditions may be reported in accordance with the procedures outlined in DA PAM 385-10, Chapter 8-4, and AFI 91-202, Chapter 4.

f. In accordance with regulation, the IG must protect confidentiality to the maximum extent possible. This requirement is true for all persons who interact with the IG.

g. Department of Defense personnel cannot take any action that restricts or disciplines individuals from filing a complaint, seeking assistance, or cooperating with the IG, Special Counsel, or other employees designated by the head of the agency to receive disclosures.

h. Personnel who knowingly make false accusations to the IG may be subject to disciplinary action.

6. Supersede. This policy supersedes previous versions and publications and is in effect until rescinded or superseded.

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7. The point of contact for this policy is the State Inspector General at (804) 236-7895 or by email at [ng.va.vaarng.mbx.ngva-vaig@army.mil](mailto:ng.va.vaarng.mbx.ngva-vaig@army.mil).

A handwritten signature in black ink, consisting of a large, stylized 'J' followed by several loops and a long horizontal stroke extending to the right.

JAMES W. RING  
Major General, VaARNG  
The Adjutant General

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