

# DO NOT COVER



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
JOINT FORCE HEADQUARTERS  
TENNESSEE NATIONAL GUARD  
HOUSTON BARRACKS, P.O. BOX 41502  
NASHVILLE, TENNESSEE 37204-1502

JFHQ-TN-IG

15 July 2010

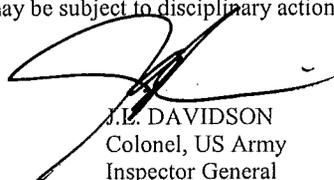
MEMORANDUM FOR ALL Civilian Employees of the Tennessee National Guard

SUBJECT: The Right of Civilians to Present Complaints—or Request Assistance—from the Inspector General

1. All civilian employees have the right to present complaints or requests for assistance to the Inspector General. These complaints or grievances may include what the civilian employee reasonably believes to be evidence of fraud, waste, and abuse.
2. Before visiting the Inspector General, you should consider whether your immediate supervisor can address your concerns in a more prompt manner or follow one of the procedures outlines in paragraph three below.
3. Civilian personnel laws and regulations prescribe procedures for civilian employees to use in submitting complaints related to employment. If you are a bargaining-unit-employee, your complaint may be covered by a negotiated grievance procedure. Your servicing Civilian Personnel Advisory Center can provide you with further information. If you want to submit a complaint about employment, discrimination due to race, color, religion, sex, age, national origin, or disability, contact State Equal Employment Opportunity Manager JFHQ-TN-HRO-EE0, P.O. Box 41502, Nashville, TN 37204-1502, telephone 615-313-3041. Appropriated fund employees' complaints regarding whistleblower reprisal or prohibited personnel practices may also be addressed to the Office of Special Counsel; nonappropriated fund employees will address such complaints to the Office of the Department of Defense Inspector General.
4. If you have a complaint about matters other than civilian employment, or a complaint about possible regulatory or procedural violations concerning personnel actions that you feel your supervisor has filed to (or cannot) resolve, you may visit, call or write your Inspector General using the following contact information:

**Name:** Colonel Jeffrey L. Davidson  
**Office/Hours:** 0800 – 1630 (CST) Monday - Friday  
**Room/Location:** Houston Barracks/Hugh B. Mott Building/Room 107  
**Address:** 3041 Sidco Dr., P.O. Box 41502 Nashville, TN 37204-1502  
**Telephone:** (615) 313-3066-3063-3064-3065-3067-3068-0797 DSN: 683-XXXX  
**Website:** <https://tn.ngb.army.mil/tnmilitary/IG>

5. If your believe your local Inspector General's response to you is not fair, complete, or in accordance with law and regulation; or if you believe that contacting your local Inspector General may jeopardized your interests, you may write to: the Office of Inspector General, National Guard Bureau, ATTN: NGB-IG, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231. You may also call the Department of the Army Inspector General (DAIG) or the Department of Defense Inspector General (DODIG) Hotline. Their telephone numbers are DAIG Assistance Line: 1-800-752-9747 (toll free) and DODIG Hotline: 1-800-424-9098 (toll free).
6. You may report complaints about hazardous work conditions (unsafe or unhealthy) by following the procedures outlines in paragraph 4-4, AR 385-10.
7. In accordance with Per AR 20-1, paragraph 1-12, the Inspector General has a duty to protect confidentiality to the maximum extent possible. This requirement to protect confidentiality is true for all persons who ask the Inspector General for help, make a complaint, 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, seeking assistance, or cooperating with the Inspector General. These same individuals are prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperating with the Inspector General, Special Counsel, or another employee designated by the head of the agency to receive such disclosures. However, if you lie or knowingly make false accusations to the Inspector General, you may be subject to disciplinary action.



J.L. DAVIDSON  
Colonel, US Army  
Inspector General

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