DEPARTMENTS OF THE ARMY AND AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
INSPECTOR GENERAL
2800 SOUTHWEST TOPEKA BOULEVARD
TOPEKA KANSAS 66611-1287

NGKS-IG 14 April 2011

MEMORANDUM FOR All Kansas National Guard Military Members and Federal Technician Employees

SUBJECT: Right to Present Complaints Permanent Notices

1. Enclosed memorandums dated 14 April 2011, are two permanent notices to post on unit/activity bulletin boards.

2. POC is COL James D. Nickolas at DSN 720-8021 or commercial (785) 274-1021.

FOR THE ADJUTANT GENERAL:

JAMES D. NICKOLAS
COL, US Army
Inspector General

2 Encls
1. Rights of Military
2. Rights of Technicians

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
2800 SOUTHWEST TOPEKA BOULEVARD
TOPEKA KANSAS 66611-1287

PERMANENT NOTICE
DO NOT COVER

NGKS-TAG 14 April 2011

MEMORANDUM FOR All Military Personnel on Duty with the Kansas Army and Air National Guard

SUBJECT: Rights of Military Personnel to Present Complaints or Request Assistance from the Inspector General

1. It is the right of all military personnel to present to the military authorities, orally or in writing, their individual complaints, grievances or requests for assistance of any nature to the Inspector General. These complaints or grievances may include what military members reasonably believe to be evidence of fraud, waste and abuse.

2. Before visiting the Inspector General, you should consider whether your chain of command can address your concerns in a more prompt manner. However, you are not required to present your concerns to your chain of command before contacting the Inspector General. Remember to obtain permission to be absent from your duties if you wish to visit the Inspector General during duty hours. You are not required to tell anyone why you want to speak to an Inspector General.

3. You may visit, call or write your Inspector General using the following contact information:

a. Name – COL James D. Nickolas

b. Office Hours – 0800-1600, Monday through Friday

c. Location – State Defense Building, Room No. 121

d. Address – 2800 S.W. Topeka Boulevard, Topeka, KS 66611-1287

e. Telephone – (785) 274-1020/21/22/1483 or DSN 720-8020/21/22/8483

4. If you believe you have been discriminated against based on race, color, religion, sex, or national origin, you may file a complaint through the Equal Opportunity counselor. If you need assistance contacting a counselor, you may contact the State Equal Opportunity Specialist, 2800 S.W. Topeka Boulevard, Topeka, Kansas 66611-1287, telephone (785) 274-1168/1166.

5. If you believe the KSNG Inspector General's response to your concerns is not fair, complete or in accordance with law or regulation—or if you believe that contacting your local Inspector General may jeopardize your interests—you may present your complaint in writing or in person to the National Guard Bureau Inspector General, 1411 Jefferson Davis Highway, Suite 11600, Arlington, VA 22202-3259 or to the Secretary of the Army, ATTN: SAIG-AC, 1700 Army Pentagon, Washington, D.C. 20310-1700. You may also call the Department of the Army Inspector General (DAIG), the Secretary of the Air Force Inspector General (SAF/IG) or the Department of Defense Hotline. Their telephone numbers are as follows:

DAIG Assistance Line: 1-800-752-9747 (toll free)

SAF/IG Hotline: 1-800-538-8429 (toll free)

IG, DoD Hotline: 1-800-424-9098 (toll free)

6. Personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with the Inspector General or a Member of Congress. 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, 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 may be subject to disciplinary action.

7. 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.

LEE E. TAFANELLI
Major General (KS), KSNG
The Adjutant General

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
2800 SOUTHWEST TOPEKA BOULEVARD
TOPEKA KANSAS 66611-1287

PERMANENT NOTICE
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NGKS-TAG 14 April 2011

MEMORANDUM FOR All Federal Technician Employees on Duty with the Kansas Army/Air National Guard (Dual and Non-Dual Status)

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

1. It is the right of all Kansas Army/Air National Guard federal technicians (dual--military and non-dual status--civilian) to present to the proper authorities, orally or in writing, their individual complaints, grievances or requests for assistance to the Inspector General. These complaint or grievances may include what the technician 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 outlined in paragraph three below. Remember to obtain permission to be absent from your duties if you wish to visit the Inspector General during duty hours. You are not required to tell anyone why you want to speak to an Inspector General.

3. Various Technician Personnel Regulations, Federal Personnel Manuals, Technician Personnel Pamphlets and Statutes prescribe procedures for submission and processing of complaints of Technician Employees. All complaints concerning technician employment, unless specifically excluded, must be processed in accordance with the negotiated labor agreement or agency grievance procedures. If you desire to submit a complaint, but are unsure of the correct procedure, consult your first level supervisor, local union representative or the Federal Human Resources Office (HRO) for guidance. To contact HRO write: The Adjutant General of Kansas, Military Division, Federal Human Resources Office, 2800 S.W. Topeka Boulevard, Topeka, Kansas 66611-1287 or by telephone (785) 274-1162. The HRO can provide information on the pertinent regulations and procedures to follow. If you believe you have been discriminated against based on race, color, religion, sex, age, national origin or disability, you may file a complaint through the Equal Employment Opportunity counselor. If you need assistance contacting a counselor, you may contact the State Equal Employment Manager, 2800 S.W. Topeka Boulevard, Topeka, Kansas 66611-1287, telephone (785) 274-1166/1168.

4. If you have a complaint pertaining to other than federal employment matters or a complaint about possible regulatory or procedural violations concerning personnel actions that you feel your supervisor has failed to (or cannot) resolve, you may visit, call or write your local Inspector General using the following contact information:

a. Name – COL James D. Nickolas

b. Office Hours – 0800-1600, Monday through Friday

c. Location – State Defense Building, Room No. 121

d. Address – 2800 S.W. Topeka Boulevard, Topeka, KS 66611-1287

e. Telephone – (785) 274-1020/21/22/1483 or DSN 720-8020/21/22/8483

5. If you believe KSNG Inspector General's response to your concerns is not fair, complete or in accordance with law or regulation – or if you believe that contacting the KSNG Inspector General may jeopardize your interests – you may present your complaint in writing or in person to: National Guard Bureau Inspector General, 1411 Jefferson Davis Highway, Suite 11600, Arlington, VA 22202-3259 or to the Secretary of the Army, ATTN: SAIG-AC, 1700 Army Pentagon, Washington, D.C. 20310-1700. You may also call the Department of the Army Inspector General (DAIG), the Secretary of the Air Force Inspector General (SAF/IG) or the Department of Defense Hotline. Their telephone numbers are as follows:

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LEE E. TAPANELLI
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