



STATE OF VERMONT
OFFICE OF THE ADJUTANT GENERAL
789 Vermont National Guard Road
Colchester, VT 05446-3099

NGVT-TAG (100)

26 May 2021

MEMORANDUM FOR All Civilian Employees of the Vermont National Guard

SUBJECT: Policy Memorandum J2021-14, Right of Civilian Employees to Present Complaints to- or Request Assistance from- the Inspector General

1. 1. References:

- a. AR 20-1 Inspector General Activities and Procedures, dated 23 March 2020
- b. DoDD 7050.06 Military Whistleblower Protection, dated April 17, 2015
- c. AFI90-301 Inspector General Complaints Resolution, 30 September 2020
- d. AR 600–20 Army Command Policy, dated 24 July 2020.

2. Purpose: To inform civilian employees of their right to present complaints to- or request assistance from- the Inspector General.

3. Effective Date: This policy is effective the date signed. All previous versions are obsolete.

4. Applicability: This policy memorandum is applicable to all civilian employees of the Vermont National Guard.

5. Policy:

a. All civilian employees have the right to present complaints, grievances, or requests for assistance to the Inspector General (IG). These complaints or grievances may include what an employee reasonably believes to be evidence of fraud, waste, abuse or mismanagement.

b. Before visiting the Inspector General, you should consider whether your immediate supervisor can address your concerns in a more expeditious manner or by using one of the procedures in paragraphs 5c-5f below.

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

c. Civilian personnel laws and regulations prescribe procedures for civilian employees to use in submitting complaints related to matters of employment. If you are a bargaining-unit employee, your complaint may be covered by a negotiated grievance procedure. To obtain information about grievance and appeal rights or procedures, contact the Labor Relations Specialist at 802-338-3021.

d. If you want to submit a complaint about employee discrimination due to race, color, religion, sex, age, national origin, sexual orientation, gender identity, disability, or genetic information, contact the Equal Employment Opportunity Officer at 802-338-3148.

e. Appropriated-fund employees' complaints regarding whistleblower reprisal or prohibited personnel practices may also be addressed to the Office of Special Counsel at 800-877-8339.

f. Non-appropriated fund employees will address such complaints to the Department of Defense Inspector General at 800-424-9098 (toll free).

g. For complaints regarding matters other than civilian employment, 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 or contact your local Inspector General.

6. Vermont Inspector General Contact Information:

State IG: LTC Pamela Koppelman, pamela.d.koppelman.mil@mail.mil

Asst. IG: Mr. August Haberstroh, august.f.haberstroh.civ@mail.mil

Address: Vermont National Guard, Attn: Office of the Inspector General,
Green Mountain Armory, Room 209, 2nd Floor,
789 Vermont National Guard Road, Colchester, VT 05446-3099.

Telephone: 802-338-3240/3453. DSN: 636-3240/636-3453.

IG Office Hours: Monday-Friday: 0800-1600 hours;
Sat & Sun of JFHQ-VT scheduled drills: 0800-1600 hours.

7. If you that believe your local Inspector General's response to your concerns is not fair, is incomplete, or is not in accordance with law and/or regulation- or if you believe that either contacting or visiting your local IG may jeopardize your interests- you may call the National Guard Bureau IG: (703) 607-2539, or write: NGB-IGA, 111 South George Mason Drive, AHS 2, Arlington VA 22204-1373.

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

8. You may also call the Department of the Army Inspector General (DAIG) at 800-752-9747 (toll free), the Secretary of the Air Force Inspector General SAF/IGQ at 800-538-8429, or the Department of Defense IG (DoDIG) Hotline at 800-424-9098 (toll free).

9. Department of Defense (DoD) personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with an Inspector General. DoD personnel are also prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperating with an Inspector General. However, if you lie or knowingly make false accusations to an Inspector General, you may be subject to disciplinary action.

10. In accordance with AR 20-1 and AFI90-301, the Inspector General has a duty to protect confidentiality to the maximum extent possible. This requirement is true of all persons who ask an IG for assistance, make a complaint, give evidence, contact or assist an IG during an inspection or investigation, or otherwise interact with an IG.

GREGORY C. KNIGHT
Major General
The Adjutant General