



## DEPARTMENTS OF THE ARMY AND AIR FORCE

Illinois Army and Air National Guard

1301 North MacArthur Boulevard  
Springfield, Illinois 62702-2399

DMAIL Policy/Procedure Memo 2003-11  
(ILNG)

1 December 2003

MEMORANDUM FOR All Army and Air Force Personnel of the Illinois National Guard

SUBJECT: Revision to Right to Communicate with an Inspector General (IG), dated 1 August 2003

1. All members of the Illinois National Guard have the right to present complaints, grievances or requests for assistance to an IG.
2. Military and civilian personnel of the Departments of the Army and Air Force are prohibited from taking any action that restricts a member from filing a complaint, seeking assistance, or cooperating with an IG. They are also prohibited from taking any disciplinary or adverse action against a member for such communications with an IG. However, a member who lies or knowingly makes false statements to an IG will be subject to disciplinary action.
3. Before contacting an IG, you should first consider whether your concerns can be addressed more quickly and simply by referring them to the chain of command. This is not a requirement; you do not have to tell anyone why you want to contact or visit an IG. However, you must obtain permission to be absent from your duties if you wish to visit an IG during your duty hours.
4. The Inspector General for Illinois is listed below. You may visit or call:
  - a. Name: Colonel Mitchel T. Poodry.
  - b. Office Hours: 0800 – 1630, Monday through Friday.
  - c. Office Location: Room 112, 1<sup>st</sup> floor, (NW corner of TAG Building)  
Camp Lincoln, Springfield, IL.
  - d. Telephone: 217-761-3730/3802/3803/3804.  
Toll-Free: 1-866-204-7704.
  - e. Fax: 217-761-2268, (DSN) 555-2268.
  - f. Address: Office of The Inspector General  
1301 North MacArthur Blvd.  
Springfield, IL 62702-2399.

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5. In the event that you are dissatisfied with the State IG; or if you feel his response is not fair, complete or in accordance with law and regulation; or if you believe that your interests may be jeopardized by dealing with him, you may contact one of the following:
  - a. The Inspector General, National Guard Bureau: 703-695-3488, (DSN) 225-3488.
  - b. The Inspector General, Army: 1-800-752-9747, (DSN) 225-1587.
  - c. The Inspector General, Air Force: 1-800-538-8429, (DSN) 426-2555.
  - d. The Inspector General, Department of Defense: 1-800-424-9098, (DSN) 223-5050.
6. All Inspectors General have a duty to protect confidentiality to the maximum extent possible. This is particularly true when it is specifically requested of persons who ask an IG for help, make a complaint, give evidence, contact or assist an IG during an inspection or investigation, or otherwise interact with an IG.
7. Commanders will post this notice in the permanent section of every unit, organization, armory, and activity bulletin board.
8. This revision adds three attachments to Policy/Procedure Memo 2003-11.

3 Enclosures

1. IG Staff Memo
2. Comp/Asst Resolution Proc
3. Before You Tell It



RANDAL E. THOMAS  
Brigadier General, ILARNG  
The Adjutant General



## INSPECTOR GENERAL STAFF

COL Mitchel T. Poodry  
The Inspector General, Illinois

The Inspector General for the State of Illinois. Serves as the eyes, ears and conscience of the command. He provides assistance to Army and Air personnel. He supervises inspections and investigations.

LtCol George Vukotich  
Inspector General

The Deputy Inspector General for the Illinois Air National Guard on the M-Day side. He serves as assistant to the IG-IL. He provides assistance to Air Guard personnel.

LTC Peter McGlaughlin  
Inspector General

The Deputy Inspector General for the Illinois Army National Guard on the M-Day side. He serves as the primary assistant to the IG-IL. He provides assistance to Army Guard personnel.

LtCol Conrad F. Hlavacek  
Inspector General

M-Day Inspector General for the 182<sup>nd</sup> Air Wing, Peoria, Illinois.

LtCol Jeff Rice  
Inspector General

M-Day Inspector General for the 183rd Fighter Wing, Springfield, Illinois.

LtCol Janet Leahy  
Inspector General

M-Day Inspector General for the 126<sup>th</sup> Air Wing, Scott AFB, IL.

MAJ Mark Richards  
Inspector General

Chief of Inspections Branch. Provides guidance to the Intelligence Oversight program.

MAJ Scott Gidcomb  
Inspector General

Chief of the Assistance & Investigations Branch. Provides assistance and directs investigations.

MSG Matthew Glynn  
Inspector General

NCOIC of the Inspections Branch.

Diane M. Evans  
Secretary

Secretary to the Inspector General.

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Telephone/Fax:  
Office: 217-761-3730/3803/3802/3804  
DSN: 555-3730/3803/3802/3804  
Toll free: 866-204-7704  
Fax: 217-761-3899/2268  
DSN: 555-3899

Address:  
Office of the Inspector General, IL  
1301 North MacArthur Boulevard  
Springfield, IL 62702-2399

This listing supercedes IG Staff listing dated 08/19/02

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11/26/03

# Complaint/Assistance Resolution Procedures

What is your problem? Who can answer your question? Here is where to go to find the answer.	First Sergeant	Unit Commander	Education Officer	Personnel Officer	Legal Officer	Chaplain	American Red Cross	Adjutant	Battalion Commander	Senior Commander	Inspector General
Appeals and Redress		1		2	3			4	5	6	7
Army Emergency Relief	1	2				3	4	5	6	7	8
Awards, Decorations, Citations, Commendations	1	2		3				4	5	6	7
Complaints and Grievances	1	2							3	4	5
Claims, Wills, Oaths, Power of Attorney	1	2		3	4			5	6	7	8
Classification, MOS, Duty Assignment	1	2		3				4	5	6	7
Federal, State, Municipal Laws and Statues	1	2			3			4	5	6	7
Insurance: SGLI and Commercial	1	2	3	4	5			6	7	8	9
Leaves, Passes (Ordinary and Emergency)	1	2		3		4	5	6	7	8	9
Lost, Damaged or Destroyed Property	1	2		3	4			5	6	7	8
Medical Examination: Profile and Evaluation		1		2				3	4	5	6
Military Career: Enlisted, Warrant, Commissioned	1	2	3	4				5	6	7	8
Military Discipline and Customs of the Service	1	2			6			3	4	5	7
Military Records and 201 Records	1	2		3				4	5	6	7
Military Service Schools, Specialist Courses	1	2	3	4				5	6	7	8
Pay, Allowances, Allotments, Income Tax	1	2		3	4			5	6	7	8
Personal Affairs, Correspondence and Files	1	2		3	4	5		6	7	8	9
Privacy Act Information	1	2		3	8			4	5	6	7
Promotions and Reductions	1	2		3				4	5	6	7
Recruitment, Enlistment, Extensions	1	2	3	4				5	6	7	8
Request for Assistance	1	2							3	4	5
Soldiers and Sailors Relief Act, ESGR	1	2	3			4		5	6	7	8
Transfer, Separation and Discharge	1	2		3		4	5	6	7	8	9
Illinois Code of Military Justice	1	2			3			4		5	6
Veterans Benefits and GI Bill of Rights	1	2	3	4	5			6	7	8	9
Bonus Paperwork/Payments	1	2	3	4							5

## HOTLINE PHONE NUMBERS:

**Soldier's Actions:** 1-800-732-8868  
**RCAS Help Desk:** 1-217-761-3702  
**IG Toll Free:** 1-866-204-7704

**Staff Duty Officer:** 1-217-415-0239

**Family Assistance:** 1-217-761-3622

**Employee Support for Guard and Reserves (ESGR):** 1-800-336-4590

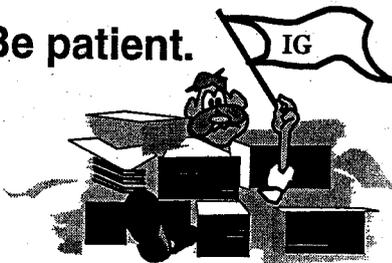
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# Before You Tell it to Your Inspector General

I Got A Beef  
With The System!  
What steps should  
I take now?



- ✓ **Be sure you have a problem, not just a peeve.**  
(Are the cooks turning out lousy chow or was it just one bad meal.)
- ✓ **Give your chain of command a chance to solve the problem.**  
(Many problems must be addressed to the chain of command for resolution anyway.)
- ✓ **If IG assistance is needed, contact your local IG first.**  
(IGs at higher commands will normally refer the case to the local IG for action.)
- ✓ **Be honest and don't provide misleading information.**  
(IGs will discover the truth quickly in most cases and there are penalties for knowingly providing false information.)
- ✓ **Keep in mind that IGs are not policy makers.**  
(If a policy is flawed you can submit proposed change on a DA form 2028.)
- ✓ **Keep in mind that IGs can only recommend, not order a resolution.**  
(Only Commanders can order; the role of the IG is to advise the Commander.)
- ✓ **Remember IGs can only resolve a case on the basis of fact.**  
(Your claim that a supervisor has violated the rules doesn't make it fact. A claim must be supported with evidence.)
- ✓ **Don't expect instant action on your request... Be patient.**  
(Investigations take time, and IGs tend to have heavy workloads.)
- ✓ **Be prepared to take "No" for the answer.**  
(In any case "Yes" or "No", the IG will explain why.)



**Your State IG is: COL Poodry Phone: 217-761-3730/3803 or 1-866-204-7704**

**To complain without fear of reprisal is the right of any Soldier, Civilian, or Family Member seeking IG help. After all, problem solving is one of the IG's primary missions.**