

Helpful Hints When Working with the IG:

- Try to make sure that your issue is not just a personal "pet peeve" or "gripe"; IGs don't handle those.
- Use your chain of command first; your immediate supervisor has a duty to address your issue before anyone else.
- If one exists, use an established appeal or redress system first (e.g., performance evaluation report appeal process, grievance process, etc.) before seeking IG assistance
- Contact your local IG for assistance before asking a higher headquarters IG for support.
- IGs will ask four initial questions when you request their assistance:
 1. What specifically do you want the IG to do for you?
 2. Is your chain of command aware of the issue/situation?
 3. Who else have you requested help from (parents, congressman, etc.)?
 4. What documentation do you have?

Inspectors General:

- Cannot modify or disregard regulations; they can, however, recommend *changes* to regulations.
- Can recommend solutions, but do not have the authority to order anyone to do anything.
- Work with documentable, provable facts--not rumor, conjecture, or hearsay.
- "Call it like they see it." A "fair" answer is not always the one you wanted to hear.