DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

REPLY TO ATTENTION OF:

AFZX-IG

NOV 19 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum IG-02 – Rights of Civilian Employees to Present Complaints to or Request Assistance from the Inspector General (IG)

1. All civilian employees have the right to present complaints, grievances, or requests for assistance to the IG. These complaints or grievances may include what the civilian employee reasonably believes to be evidence of fraud, waste and abuse.

2. Before visiting the IG, 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 visit the IG during duty hours. You are not required to tell anyone why you want to speak to an IG.

3. Civilian Personnel laws and regulations prescribe procedures for civilian employees to use in submitting complaints related to employment. If you are in a bargaining-unit employee, your complaint may be covered by negotiated grievance procedures. Your serving Civilian Personnel Advisory Center (CPAC) can provide you with further information. If you want to submit a complaint about discrimination in employment because of race, color, religion, sex, age, national origin, or handicap condition, contact the Equal Employment Opportunity (EEO) office, 7090 Alabama Ave, Bldg. 1454, Fort Polk, LA 71459, telephone (337) 531-1802. Appropriated fund employees' complaints regarding whistleblower reprisal or prohibited personnel practices may also be addressed to the Office of Special Counsel; non-appropriated fund (NAF) employees should address such complaints to the Office of the Inspector General, Department of Defense.

4. If you have a complaint about matters other than civilian employment or a complaint about violations of regulations or procedures in processing complaints about personnel actions, and you feel your complaint has not been resolved by your supervisor, you may visit, call, or write the IG, JRTC and Fort Polk at:

Office of the Inspector General
1878 15th Street, Bldg 1943
Fort Polk, LA 71459
Telephone: (337) 531-2100/7878; DSN:863
Email: polk.ig@conus.army.mil
Customer service hours: 1300-1630 Mon and Thurs; 0900–1630 Tues, Weds, and Fri

5. If you believe at your local Inspector General response to your concerns is not fair, complete, or in accordance with law or regulation – or if you believe that contacting your local IG may jeopardize your interests – you may write to US Army Forces Command, Office of the Inspector General, Old Bowley School F building 1-3571, 4520 Knox Street, Fort Bragg, NC 28310; you may also call the Department of the Army Inspector General (DAIG) or the Inspector General, Department of Defense, Hotline. Their telephone numbers are as follows:

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

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

6. You may report complaints about hazardous work conditions (unsafe or unhealthy) by following the procedures outlined in paragraph 8-4, DA PAM 385-10.

7. In accordance with Army Regulation (AR) 20-1, Inspector General Activities and Procedures, 29 November 2010, paragraph 1-12; the IG has a duty to protect confidentiality to the maximum extent possible. This is true for all persons who ask the IG for assistance, make a complaint, provide testimony, information, or evidence as part of an IG inspection or investigation, or otherwise interact with the IG.

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 IG or a member of Congress. They are also prohibited from taking or threatening to take disciplinary action or adverse action against you, this further includes withholding or threatening to withhold favorable action, for filing a complaint, seeking assistance, or cooperating with the IG. However, if you knowingly present false information or make false accusations to the IG, you are subject to disciplinary action.

9. This memorandum remains in effect until superseded or rescinded.

WILLIAM B. HICKMAN
Brigadier General, USA
Commanding

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