



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII
BUILDING 580 KOLEKOLE AVENUE
SCHOFIELD BARRACKS, HAWAII 96857-6000

APVG-CG

03 JUN 2020

MEMORANDUM FOR RECORD

SUBJECT: 25th Infantry Division and United States Army Hawaii Policy Letter #7 – The Right of Civilian Employees to Present Complaints or Request Assistance from the Inspector General

1. Reference. Army Regulation 20-1 (Inspector General Activities and Procedures), 23 March 2020.
2. All civilian employees have the right to present complaints, grievances, or requests for assistance to the Inspector General. These complaints or grievances may include what civilian employees reasonably believe to be evidence of fraud, waste, or abuse.
3. Before visiting the Inspector General, employees should consider whether their immediate supervisor can address their concerns in a more prompt manner. If employees wish to visit the Inspector General during the work day, they must obtain permission before being absent from their duties. Employees are not required to tell anyone why they want to speak to an Inspector General.
4. Civilian personnel laws and regulations prescribe procedures for civilian employees to use in submitting complaints related to employment. Bargaining-unit (union) employees' complaints may be covered by a negotiated grievance procedure. Complaints of employment discrimination due to race, color, religion, sex, age, national origin, or disability should be made to the United States Army Garrison Hawaii Equal Employment Opportunity (EEO) Office on Fort Shafter at (808) 438-4963. Appropriated fund employee complaints alleging whistleblower reprisal or prohibited personnel practices may also be addressed to the Office of the Special Counsel. Non-appropriated fund employees may direct such complaints to the Office of the Department of Defense Inspector General.
5. If you have a complaint about matters other than civilian employment, or a complaint about possible regulatory or procedural violations concerning personnel actions you feel your supervisor has failed to (or cannot) resolve, you may visit, call, email, or write your local Inspector General at:

Name: 25th Infantry Division and USARHAW Inspector General
Location: Building S-361 (located behind the Tropic Lightning Museum)
Phone: (808) 787-3170
Webpage: <https://home.army.mil/hawaii/index.php/25thID/offices/ig>
Email: usarmy.schofield.25-id.list.25th-infantry-division-ig@mail.mil

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6. If you believe your local Inspector General's response to your concerns was not fair, complete, or in accordance with law or regulation or if you believe contacting your local Inspector General may jeopardize your interests, you may call the USARPAC Inspector General, Fort Shafter, HI 96858 at (808) 787-4401. You may also call the Department of the Army Inspector General (DAIG) at 1-800-752-9747 (toll free) or the Department of Defense Inspector General (DODIG) Hotline at 1-800-424-9098 (toll free).
7. You may report complaints about hazardous work (unsafe or unhealthy) conditions by following the procedures outlined in paragraph 8-4, DA PAM 385-10.
8. In accordance with Army Regulation 20-1, the Inspector General has a duty to protect confidentiality to the maximum extent possible. This requirement applies to 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.
9. Department of the Army personnel are prohibited from taking any action restricting the filing of a complaint, seeking assistance, or cooperating with the Inspector General. No disciplinary or adverse action may be taken against any individual filing a complaint, seeking assistance, or cooperating with the Inspector General, Special Counsel, or any agency established to receive such complaints. Dishonest or false complaints made to an Inspector General may be subject an individual to disciplinary action.
10. This policy supersedes 25th Infantry Division and USARHAW Policy Letter #6, dated 08 April 2019 and remains in effect until cancelled or superseded in writing.
11. The proponent for this policy is the 25th Infantry Division and USARHAW Inspector General at (808) 787-3170.



JAMES B. JARRARD
Major General, USA
Commanding