



DEPARTMENT OF THE ARMY
13TH ARMORED CORPS SUSTAINMENT COMMAND
39009 SUPPORT AVE
FORT HOOD TX 76544-5046

AFVG-CO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #9 - The Right of Civilian Employees to Present Complaints or Request Assistance from the Inspector General

1. REFERENCE: AR 20-1, Inspector General Activities and Procedures, paragraph 6-1a, dated 23 March 2020

2. PURPOSE: To inform civilians of their right to present complaints, grievances, or requests for assistance to the Inspector General. These complaints or grievances may include what civilians reasonably believe to be evidence of fraud, waste, and abuse.

3. APPLICABILITY: This policy is applicable to civilian employees assigned to the 13th ACSC.

4. EFFECTIVE DATE: This Policy is effective immediately. It will remain in effect until rescinded by the undersigned or a competent authority.

5. 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 Soldiers reasonably believe to be evidence of fraud, waste, and abuse.

6. Before visiting the Inspector General, you should consider whether your immediate supervisor can address your concerns in a prompter manner. However, you are not required to present your concerns to your supervisors before contacting the Inspector General. Remember to obtain permission to be absent from your duties if you wish to visit the Inspector General during duty hours. You are not required to tell anyone why you are visiting the Inspector General.

7. Civilian personnel laws and regulations prescribe procedures for civilian employees to use in submitting complaints related to employment. If you are a bargaining-unit employee, your complaint may be covered by a negotiated grievance procedure. Your Civilian Personnel Advisory Center (CPAC) can provide you with further information. If you want to submit a complaint about employment discrimination due to race, color, religion, sex, age, national origin, or disability, contact Mr. Rex Thomas at III Corps, Building 1001, 761st Tank Battalion, Fort Hood, TX, 254-287-1245. Appropriated fund employee's complaints regarding whistleblower reprisal or prohibited personnel practices may also be addressed to the Office of Special Council; non-appropriated fund (NAF) employees should address such complaints to the Office of the Inspector General, Department of Defense.

8. If you have a complaint about matters other than civilian employment, or a complaint about possible regulatory or procedural violations concerning personnel actions that you

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feel your feel your supervisor has failed to (or cannot) resolve, you may visit, call, or write your local Inspector General using the following contact information:

Name: 13th ACSC Inspector General

Office Hours: Monday - Thursday 0900 - 1700 HRS, Friday 0900- 1500 HRS

Building / Room: Building 39011, Rooms: 108, 112, 113, 115

Address: Building 39011, Support Avenue, Fort Hood, TX

76544 Telephone: (254) 287-1230/1231; 288-0314; 618-8716.

9. If you believe that your local Inspector General's response to your concerns is not fair, complete, or in accordance with law or regulation - or if you believe that contacting your local Inspector General may jeopardize your interests - you may write to III Corps & Fort Hood Inspector General, Copeland Center, Building 18010, Room A211, Fort Hood, Texas 76544. 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)

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

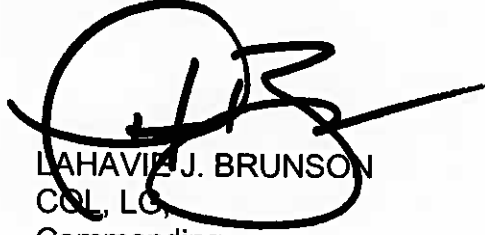
11. In accordance with Army Regulation 20-1, paragraph 1-12, the Inspector General has a duty to protect confidentiality to the maximum extent possible. This requirement to protect confidentiality is true for all persons who ask the Inspector General for help, make a complaint, contact or assist an Inspector General during an inspection or investigation, or otherwise interact with an Inspector General.

12. Department of the Army personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with the Inspector General. These same individuals are prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperating with the Inspector General, Special Counsel, or another employee designated by the head of the agency to receive such disclosures. However, if you lie or knowingly make false accusations to the Inspector General, you may be subject to disciplinary action.

13. The point of contact for this policy is the 13th ACSC Inspector General's Office at (254) 287-1230/1231, 288-0314, or 618-8716.

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LAHAVIE J. BRUNSON
COL, LG,
Commanding