



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

AFZX-CG

JAN 23 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: JRTC and Fort Polk Policy 14 - Rights of Soldiers and Civilian Employees to Present Complaints or Request Assistance from the Inspector General (IG)

1. All Soldiers and Civilian employees have the right to present complaints, grievances, or requests for assistance to the IG.

2. Before visiting the IG, individuals should consider whether the chain of command can address concerns in a more prompt manner. However, there is no requirement to present concerns to the chain of command before contacting the IG. Soldiers and employees must obtain permission to be absent from their duties to visit the IG during duty hours. There is no requirement to tell anyone why an individual wants to speak to an IG.

3. The JRTC and Fort Polk IG may be contacted at:

Office of the Inspector General
2155 11th Street, Bldg 1629
Fort Polk, LA 71459

Telephone: (337) 531-2100/7878; DSN:863

Email: usarmy.polk.imcom.mbxig-inspector-general@mail.mil

Customer service hours: 1300-1630 Mon and Thurs; 0900 – 1630 Tues, Weds, and Fri

4. If an individual believes that the local IG response is not fair, complete, or in accordance with law or regulation, or in cases that contacting your local IG is not appropriate, individuals may contact the Inspector General's offices listed below.

FORSCOM IG: (910) 570-7855,

<http://www.bragg.army.mil/directorates/ig/Pages/Complaint.aspx>

Department of the Army IG: <http://www.daig.pentagon.mil/readytofile.aspx>

Department of Defense IG: 1 (800) 424-9098,

<http://www.dodig.mil/HOTLINE/hotlinecomplaint.html>

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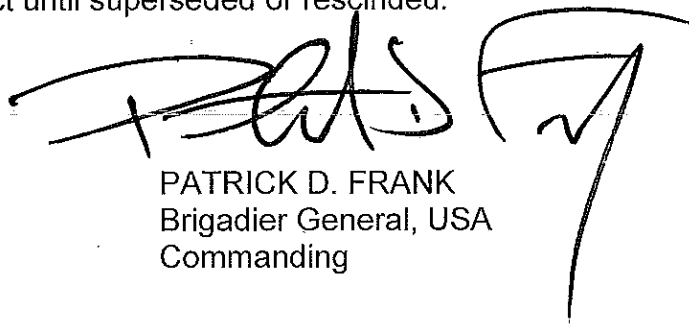
5. Department of the Army personnel are prohibited from taking any action that restricts a Soldier from filing a complaint, seeking assistance, or cooperating with the IG or a member of Congress. They are also prohibited from taking, or threatening to take disciplinary action or adverse action and withholding or threatening to withhold favorable action for filing an IG complaint, seeking assistance, or cooperating with the IG. However, if a Soldier knowingly presents false information or makes false accusations to the IG, the Soldier can be subject to disciplinary action.

6. Civilian Personnel laws and regulations prescribe procedures for Civilian employee complaints related to employment. Employees in a bargaining unit may be covered by negotiated grievance procedures. The Civilian Personnel Advisory Center (CPAC) can provide further information. Employee complaints regarding discrimination because of race, color, religion, sex, age, national origin, or handicap condition will be addressed by the Equal Employment Opportunity office. 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. Civilian employees may report complaints about hazardous work conditions 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, 3 July 2012, 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, or provide testimony, information, or evidence as part of an IG inspection or investigation or otherwise interact with the IG.

8. In accordance with AR 20-1, paragraph 6-1a, this memorandum is to be posted in all commands.

9. This policy will remain in effect until superseded or rescinded.



PATRICK D. FRANK
Brigadier General, USA
Commanding

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