



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER OF EXCELLENCE AND FORT HUACHUCA
1903 HATFIELD STREET
FORT HUACHUCA, ARIZONA 85613-7000

ATZS-CG

29 APR 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 13-18 – Right of Department of Defense and Department of the Army Civilians to Present Complaints or Request Assistance from the Inspector General (IG)

1. REFERENCES.

- a. AR 20-1, IG Activities and Procedures, 29 November 2010 (RAR 3 July 2012)
- b. DA PAM 385-10, Army Safety Program, 23 May 2008 (RAR 19 January 2010)

2. POLICY. All civilian employees have the right to present complaints 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.

3. PROCEDURES.

a. 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 below. Remember to obtain permission to be absent from your duties if you wish to visit the IG during duty hours. You are not required to tell anyone why you want to speak to an IG.

b. 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 servicing 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:

Equal Employment Opportunity Office
Bldg. 22328
358 Augur Avenue
Fort Huachuca, AZ 85613
(520) 533-2110

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confidentiality is true for all persons who ask the IG for help, make a complaint, contact or assist an IG during an inspection or investigation, or otherwise interact with an IG.

5. 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. These same individuals are prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperating with the IG, 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 IG, you may be subject to disciplinary action.

6. This memorandum supersedes memorandum, HQ USAICoE, ATZS-CG, 18 Feb 11, subject as above.

7. PROPONENT. Office of the Inspector General, (520) 533-1144.



ROBERT P. ASHLEY
Major General, USA
Commanding

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