



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

ATCC-IG (20)

SEP - 5 2024

MEMORANDUM FOR

Commanders, All Units Reporting Directly to this Headquarters
Directors and Chiefs, Primary and Special Staff Offices, HQ USACC

SUBJECT: Policy Memorandum 12 - The Rights of Civilian Employees to Present
Complaints or Request Assistance from the Inspector General

1. References:

- a. AR 600-20, (Army Command Policy).
- b. AR 20-1, (Inspector General Activities and Procedures).
- c. DA Pam 385-10, (Army Safety Program).

2. All Civilian employees have the right to present complaints, grievances or requests for assistance to the Inspector General (IG). These complaints or grievances may include what the Civilian employee reasonably believes to be evidence of fraud, waste or abuse.

3. 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 outline in paragraph four, 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.

4. Civilian personnel laws and regulations prescribe procedures for Civilian employees to use when 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 can provide you with further information. If you want to submit a complaint about employment discrimination due to race, color, religion, sex, national origin or disability, contact Mr. Robert J. Brown, the Equal Employment Officer located at 52 Third Avenue, Suite 132, Building 1310, Fort Knox, KY 40121. Appropriated fund employees' complaints regarding whistleblower reprisal or prohibited personnel practices may also be addressed to the Office of Special Counsel; nonappropriated fund employees should address such complaints to the office of the IG, Department of Defense.

5. 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 feel

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

USACC and Fort Knox Office of the Inspector General
Humpick Hall, Building 1481
1270 Old Ironsides Avenue
Fort Knox, KY 40121
(502) 624-7747
usarmy.knox.usacc.mbx.hq-ss-ig@mail.mil

6. If you believe your local IG's 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 the TRADOC, Office of the Inspector General, 661 Sheppard Place, Fort Eustis, VA 23604-5708. You may also call the Department of the Inspector General (DAIG) or the IG, Department of Defense (DOD) Hotline. The telephone numbers are as follows:

DAIG Assistance Line: 1-800-752-9747 (toll free)
IG DOD Hotline: 1-800-424-9098 (toll free)

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

8. In accordance with AR 20-1, paragraph 1-12, the IG has a duty to protect confidentiality to the maximum extent possible. This requirement to protect 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.

9. 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 will be subject to disciplinary action.



MAURICE O. BARNETT
Brigadier General, USA
Commanding

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