DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HEIDELBERG
UNIT 29237
APO AE 09102-9237

IMEU-HEI-IG 24 Oct 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Heidelberg (USAG Heidelberg) Command Policy Memorandum # 08, Right of Civilian Employees to Present Complaints to or Request Assistance from the Inspector General

1. Reference: AR 20-1, Inspector General Activities and Procedures, 29 March 2002.

2. All civilians have the right to present complaints, grievances, or requests for assistance to the Inspector General. These may include what the civilian employee reasonably believes evidences fraud, waste, and mismanagement.

3. Before visiting the Inspector General, you should consider whether your concerns could be addressed more quickly and simply by referring them to your immediate supervisor first, or by using one of the procedures in paragraph 4.

4. Civilian Personnel regulations prescribe procedures for civilian employees to use in submitting complaints that pertain solely to civilian employment matters. These include complaints on such personnel actions as reduction-in-force, removals, disciplinary measures, and similar actions. If you want to submit this kind of complaint, contact the local Civilian Personnel Advisory Center (CPAC), which will give you information about the pertinent regulations and tell you the procedures to follow. However, if you are a member of a recognized bargaining unit and there is a negotiated grievance procedure, you must file your complaints concerning employment matters by following that procedure. If you want to submit a complaint about discrimination in employment because of race, color, religion, sex, age, national origin, or handicap condition contact your local Equal Employment Opportunity Officer.

5. If you have a complaint about matters other than civilian employment, or complaint about violations of regulations or procedures in processing complaints about personnel actions, and you feel your complaint has not been resolved by your supervisor, you may visit, call or write the USAG Heidelberg Inspector General at:

Name:	MAJ Carl Henderson
Office hours:	MON-WED, FRI (0900-1700) and THUR (0700-1500)
Telephone:	DSN 370-1420/8646, Commercial 06221-57-1420/8646
Fax:	DSN 370-7052, Commercial 06221-57-7052
Location:	Roemerstrasse 104, 69126 Heidelberg/Building 3752, Room 313
Mail:	USAG Heidelberg Inspector General, Unit 29237, APO AE 09102-9237

6. If you believe the USAG Heidelberg Inspectors' General response to you is not fair, complete, or in accordance with law and regulation; or if you believe your interests may be jeopardized by contacting the USAG Heidelberg Inspector General, you may contact the USAREUR Inspector General at DSN 370-7316/7317. You may also call the Department of the Army Inspector General (DAIG) or the Inspector General, Department of Defense (IG, DOD) Hot line. Their telephone numbers are--

DAIG: Toll free: 1-800-752-9747
IG, DOD: Toll free: 1-800-424-9098, DSN: 223-5080, Commercial: (703) 693-5080

7. You may report hazardous work conditions (unsafe or unhealthy) IAW established procedures in, AR 385-10, The Army Safety Program.

8. Department of the Army personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperation with the Inspector General, or a member of Congress. They are also prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperation with the Inspector General, a member of Congress or any agency established to receive such complaints. However, if you lie or knowingly make false accusations to the Inspector General, you are subject to disciplinary action.

9. Per AR 20-1, 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 help, make a complaint, give evidence, contact or assist an IG during an inspection or investigation, or otherwise interact with an IG.

10. This memorandum will be posted in agency areas and made accessible to all civilian personnel.

/s/
WILLIE E. GADDIS
Colonel, AV
Commanding

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