



DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

IMMHG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum IG-2, Rights of Civilians to Present Complaints or Request Assistance from the Inspector General (IG)

1. REFERENCE. Army Regulation 20-1, Inspector General Activities and Procedures, 3 Jul 12.
2. PURPOSE. To provide guidance to all Joint Base Myer-Henderson Hall (JBM-HH) civilians on the procedures for presenting complaints to or requesting assistance from the Inspector General.
3. APPLICABILITY. These procedures are applicable to all civilian personnel assigned to or under the operational control of JBM-HH.
4. POLICY. All civilian employees have the right to present complaints, grievances to or request assistance from the IG. These may include what the civilian employee reasonably believes to be evidence of fraud, waste, and abuse.
5. PROCEDURES.
 - a. Before visiting the IG, the employee should consider whether the concerns can be addressed more quickly and simply by referring them to the chain-of-command first. The employee does not have to present the concerns to the chain-of-command before visiting the IG. However, the employee must obtain permission to be absent from their duties if he wishes to visit the IG during duty hours. The employee does not have to tell anyone why they want to visit the IG.
 - b. Statutes, regulations, and collective bargaining agreements prescribe procedures for civilian employees to use in submitting complaints that pertain to certain civilian employment matters. To obtain information about grievance and appeal rights and procedures, the employee may contact the Management Employee Relations/Labor Specialist, Civilian Personnel Action Center, telephone (703) 704-0887. This office will provide additional information about pertinent regulations and procedures IAW DoD 1400.25, Volume 771. If an employee wants to submit a complaint about discrimination in employment because of race, color, religion, sex, age, national origin, or physical/mental disability, he may contact the Equal Employment Opportunity Office, 102 Custer Road, Bldg 203, Room 215, JBM-HH, VA, 22211, telephone (703) 696-6296/2996.
 - c. If the employee has a complaint about matters other than civilian employment, or violations of regulations or procedures in processing complaints and feels the complaint has not been resolved by the supervisor, he may visit or call the local IG.

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d. If the employee believes the local IG response is not fair, complete, or in accordance with law and regulation, or if he believes his interest may be jeopardized by contacting the local IG, he may write to Commander, HQ US Army MDW Inspector General (IG), 31 4th Ave, Bldg 31, Fort McNair, DC 20319. The employee may also call the Department of the Army Inspector General (DAIG) or the Inspector General, Department of Defense (IG, DoD) Hotline. The telephone numbers are: DAIG: Toll-Free: 1-800-752-9747 Commercial: (703) 545-1845 or DSN: 865-1845. DoD IG Hotline: Toll-Free: 1-800-424-9098.

e. The employee may report complaints about hazardous work conditions (unsafe or unhealthy) by using procedures in AR 385-10, Army Safety Program, Chapter 3.

f. Per AR 20-1, paragraph 1-12, the IG has 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.

g. Department of the Army personnel are prohibited from taking any action that restricts an employee from filing a complaint, seeking assistance, or cooperating with the IG. However, if the employee lies or knowingly makes false accusations to the IG, he is subject to disciplinary action.

6. PROPONENT. The JFHQ-NCR/MDW Inspector General's Office is the proponent for this policy. Points-of-contact for this action is the Deputy IG, (202) 685-3376 or the Detailed IG (202) 685-3381, respectively.

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COL, SF
Commanding

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