



DEPARTMENT OF THE ARMY
HEADQUARTERS, 80TH AREA SUPPORT GROUP (NSSG)
Unit 21419
APO AE 09708

REPLY TO
ATTENTION OF

AERSH-IG

80th ASG (NSSG) Policy # 060-01

NOV 21 2002

MEMORANDUM FOR Civilian Employees at 80th Area Support Group (NSSG)

SUBJECT: Right of Civilian Employees to Present Complaints to or Request Assistance from the Inspector General

1. All civilian employees have the right to present complaints, grievances, or requests for assistance to the Inspector General. Complaints may include what the employee reasonably believes to be fraud, waste and/or abuse.
2. 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 cooperating 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.
3. Before visiting the Inspector General, you should consider whether your concerns can be addressed more quickly and simply by referring them to your immediate supervisor, or if it is a civilian employment issue, you should refer to 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 reductions-in-force, removals, disciplinary measures and similar actions. If you want to submit this kind of complaint, contact the BENELUX CPAC Office DSN: 361-1430 or Comm: 068/27.14.30, who 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 because of race, color, religion, sex, age, national origin, or handicap condition, with the 80th ASG Equal Employment Opportunity Officer at DSN: 361-5281 or COMM: 068/27.52.81.
5. If you have a complaint about matters other than civilian employment, or a complaint about violations of regulations or procedures in processing complaints about personnel actions, and you feel your complaints has not been resolved by your supervisor, you may visit, call, or write your local Inspector General at: Building 24, Caserne Daumerie, Unit 21419, ATTN: AERSH-IG, APO AE 09708, DSN: 361-5216/1420 or COMM: 068/27.5216 or 1420. You may report complaints about hazardous work conditions (unsafe or unhealthy) by using procedures in AR 386-10, chapter 3.

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6. If you believe your local Inspector General's response to you is not fair, complete or in accordance with applicable laws and/or regulations; or if you feel your interests may be jeopardized by contacting your local Inspector General, you may write to the Office of the Inspector General, Headquarters, United States Army Europe, and Seventh Army, APO AE 09014. You may also call the Department of the Army Inspector General (DAIG) or the Inspector General, Department of Defense (IG, DOD) hotlines. Their telephone numbers are: DAIG: (703) 695.1578 / DSN 225.1578, DOD IG: (703) 693-5080 / DSN 223-5080.

7. 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.

8. The proponent for this memorandum is the 80th ASG (NSSG) Inspector General as DSN 361-5216/1420 or Commercial 068-27-5216.



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