



DEPARTMENT OF THE ARMY
HEADQUARTERS, NORTHERN REGIONAL MEDICAL COMMAND
9275 DOERR ROAD
FORT BELVOIR, VIRGINIA 22060

REPLY TO
ATTENTION OF

MCAT-IG

NRMC Policy 13-45
20 June 2013

MEMORANDUM FOR SEE DISTRIBUTION

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 or requests for assistance to the Inspector General (IG). These complaints or grievances may include evidence of fraud, waste, and abuse, as well as whistleblower reprisal.
2. Before visiting the IG, consider whether a supervisor can address the concerns in a more prompt manner, otherwise follow one of the procedures outlined in paragraph three below.
3. Civilian personnel laws and regulations prescribe procedures for civilian employees to use in submitting complaints related to employment.
 - a. Civilian Personnel Advisory Center (CPAC) can assist a bargaining-unit employee with information that may be covered by a negotiated grievance procedure.
 - b. Equal Employment Opportunity (EEO) office will receive complaints about employment discrimination due to race, color, religion, sex, age, national origin, or disability. EEO contact information is (571) 231-5515, they are located at Building 1221, 2nd Floor, Room 2308.
 - c. Office of Special Counsel addresses appropriated fund employees' complaints regarding whistleblower reprisal or prohibited personnel practices.
 - d. Office of the Inspector General, Department of Defense (DoDIG) addresses non-appropriated fund employee complaints regarding whistleblower reprisal or prohibited personnel practices.
4. If a civilian employee has a complaint about matters other than civilian employment, or a complaint about possible regulatory or procedural violations concerning personnel actions that the civilian employee feels the supervisor failed to (or cannot) resolve, they may visit, call or write the local IG using the following contact information:

Name: NRMC Inspector General Office
Office Hours: 0830-1530 Monday – Wednesday and Friday
1300-1530 Thursdays only
Location: Building 1221, Room 1600
Address: 9275 Doerr Road, Building 1221, Fort Belvoir, VA 22060

MCAT-IG

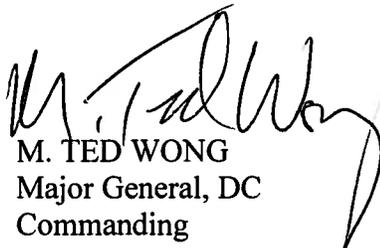
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Telephone: (571) 231-5395 DSN 289

Fax: 866-285-7716

Email: usarmy.belvoir.medcom-nrmc.list.ig1@mail.mil

5. Civilian employees may report complaints about hazardous work conditions (unsafe or unhealthy) by following the procedures outlined in paragraph 8-4, DA Pamphlet 385-10.
6. If the civilian employee believes that the local IG's response to their concerns are not fair, complete, or in accordance with law or regulation, or if they believe that contacting the local IG may jeopardize their interests, they may write to the MEDCOM IG at: Commander, U.S. Medical Command, ATTN: MCIG, 2050 Worth Road, Fort Sam Houston, TX 78234-6000; or call the Department of the Army Inspector General (DAIG) Hotline at 1-800-752-9747; or the Department of Defense Inspector General (DODIG) Hotline at 1-800-424-9098.
7. Department of the Army personnel are prohibited from taking any action that restricts a civilian employee from filing a complaint, seeking assistance or cooperating with the IG. These same individuals are prohibited from taking any disciplinary or adverse action against them 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 civilian employees lie or knowingly make false accusations to the IG, they will be subject to disciplinary action.
8. Remember to obtain permission to be absent from duty if wanting to visit the IG during duty hours. Civilian employees are not required to tell anyone why they want to speak to an IG. In accordance with Army Regulation 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.



M. TED WONG
Major General, DC
Commanding

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