



DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL  
455 MCNAIR AVE, SUITE 100  
FORT SILL, OK 73503

ATZR-I

12 September 2012

MEMORANDUM FOR CIVILIAN EMPLOYEES AT U.S. ARMY FIRES CENTER OF  
EXCELLENCE AND FORT SILL

SUBJECT: The Right of Civilian Employees to Present Complaints 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. These complaints or grievances may include what the civilian employee reasonably believes to be evidence of fraud, waste, and abuse.
2. Before visiting the Inspector General, you should consider whether your immediate supervisor can address your concerns in a more prompt manner or follow one of the procedures outlined in paragraph three below. Remember to obtain permission to be absent from your duties if you wish to visit the Inspector General during duty hours. You are not required to tell anyone why you want to speak to an Inspector General.
3. Civilian personnel laws and regulations prescribe procedures for civilian employees to use in 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 (CPAC) can provide you with further information. If you want to submit a complaint about employment discrimination due to race, color, religion, sex, age, national origin, or disability, contact the Equal Employment Opportunity Office at building 1670. Appropriated fund employees' complaints regarding whistleblower reprisal or prohibited personnel practices may also be addressed to the Office of Special Counsel; non appropriated fund (NAF) employees should address such complaints to the Office of the Inspector General, Department of Defense.
4. 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 your supervisor has failed to (or cannot) resolve, you may visit, call, or write your local Inspector General using the following contact information:  
  
Name: LTC James A. Mattox  
Office Hours: 0830-1700  
Building: 1643  
Address: 1643 Randolph Road, Fort Sill, OK 73503  
Telephone: (580) 442-3224
5. If you believe that your local Inspector General's response to your concerns is not fair, complete, or in accordance with law or regulation-or if you believe that contacting your local

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Inspector General may jeopardize your interests-you may write to COMMANDER, US ARMY TRAINING AND DOCTRINE COMMAND, ATTN: ATIG, 661 SHEPPARD PLACE, RM #121, FORT EUSTIS, VA 23604-5708. You may also call the Department of the Army Inspector General (DAIG) or the Inspector General, Department of Defense, Hotline. Their telephone numbers are as follows:

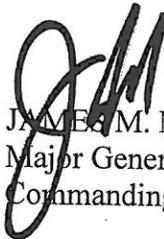
DAIG Assistance Line: 1-800-752-9747 (toll free)

IG, DOD, Hotline: 1-800-424-9098 (toll free)

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

7. In accordance with Army Regulation 20-1, paragraph 1-12, the Inspector General has a duty to protect confidentiality to the maximum extent possible. This requirement to protect confidentiality is true for all persons who ask the Inspector General for help, make a complaint, contact or assist an Inspector General during an inspection or investigation, or otherwise interact with an Inspector General.

8. Department of the Army personnel are prohibited from taking action that restricts you from filing a complaint, seeking assistance, or cooperating with the Inspector General. These same individuals are prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperating with the Inspector General, Special Counsel, or another employee designed by the head of the agency to receive such disclosures. However, if you lie or knowingly make false accusations to the Inspector General, you may be subject to disciplinary action.

  
JAMES M. MCDONALD  
Major General, USA  
Commanding

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