



DEPARTMENT OF THE ARMY  
HEADQUARTERS EASTERN REGION  
UNITED STATES ARMY CADET COMMAND  
BUILDING 203, OLD IRONSIDES AVENUE  
FORT KNOX, KY 40121-5610

REPLY TO  
ATTENTION OF:

ATOE-ZI

15 May 2004

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: Eastern Region Policy Letter 3 - Right to Present Complaints to or Request Assistance from the Inspector General**

References.

- a. AR 20-1, Inspection General Activities and Procedures, dated 29 Mar 02.
  - b. AR -201, Inspection Policies, dated 17 May 93
  - c. AR 385-10, Army Safety Program, dated 29 Feb 00.
2. Purpose. To provide command policy concerning the right to present or request assistance from the Inspector General (IG).
3. Responsibility.
- a. All soldiers, civilians and cadets have the right to present complaints, grievances, or requests for assistance to the Inspector General. These may include what is reasonably believed as evidences of fraud, waste and abuse.
  - b. Soldiers, civilians, or cadets should consider whether their concerns can be addressed more quickly and simply by their chain of command or immediate civilian supervisor before visiting the Inspector General. Civilians may also consider using one of the procedures in paragraph c, below. You do not have to present your concerns to your chain of command before visiting the IG and you do not have to tell anyone why you want to speak with the IG. However, you must obtain permission to be absent from your duties if you wish to visit the Inspector General during your duty hours.
  - c. Civilian Personnel Regulations prescribe procedures for civilian employees to use in submitting complaints that pertain solely to civilian employee 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 Civilian Personnel Advisory Center, (502) 624-3429, who will give you information about the pertinent regulations and tell you the procedures to follow. If you want to submit a complaint about discrimination in employment because of race, color, religion, sex, age, national origin, or handicap condition, contact the Equal Employment Office, (502) 624-2545.

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d. All soldiers, cadets, and civilians who have a complaint about matters other than civilian employment, or violations of regulations of procedures in processing complaints about personnel actions, and who feel their complaint has not been resolved by their supervisor, may visit, call, or write their local IG, MAJ William J. Morris, HQ, Eastern Region, USACC, Building 203, Old Ironsides Avenue, Fort Knox, KY 40121-5610, phone number: (502) 624-7947/5428 or DSN 464-7947/5428, FAX: (502) 624-5826, email: [morrisw@knox-rotc.army.mil](mailto:morrisw@knox-rotc.army.mil).

e. If you believe your local Inspector General's 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 your local IG, you may write to the Inspector General, U.S. Army Cadet Command, 55 Patch Road, Fort Monroe, VA 23651, or call (757) 788-4528. You may also call the Department of the Army Inspector General (DAIG) or the Inspector General, Department of Defense (DoDIG) Hotline. Their telephone numbers are: DAIG: Toll free: 1-800-752-9747, DoDIG: Toll free: 1-800-424-9098, commercial, (703) 693-5080.

f. Department of the Army personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with the IG, 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 IG, a member of Congress or any agency established to receive such complaints. However, if you lie or knowingly make false accusations to the IG, you are subject to disciplinary action.

g. Per Army Regulation 20-1, paragraph, 1-12, the Inspector General 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, interact with or assist an Inspector General during an inspection or investigation.

4. You may report complaints about hazardous work conditions (unsafe or unhealthy) by using procedures in AR 385-10, chapter 3.
5. All units will post a copy of this memorandum, uncovered, on the unit bulletin board.
6. "COMMITTED TO EXCELLENCE!"

  
ROBERT J. FRUSHA  
COL, IN  
Commanding

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