



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION & FORT CARSON
6105 WETZEL AVENUE, BLDG 1435
FORT CARSON, COLORADO 80913-4145

AFYB-IG

29 May 2015

MEMORANDUM FOR Civilian Employees at 4ID and Fort Carson, Fort Carson, CO
80913

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 your Equal Employment Opportunity Officer. 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 information:

4ID and Fort Carson Inspector General
6250 Magrath Ave.
Building 1668
Fort Carson, Co 80913
Telephone: (719) 526-3900/3901
Office Hours: 0730-1630 Monday - Wednesday and Friday, closed on Thursday

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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 Inspector General may jeopardize your interests—you may write to: FORSCOM Inspector General 4700 Knox St, Building 8-1800, Fort Bragg, NC 28310. You may also call the Department of the Army Inspector General (DAIG) or the Inspector General, Department of Defense, Hotline at the following telephone numbers:

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 DA PAM 385-10.

7. In accordance with Department of the 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 any 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 designated 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.


RYAN F. GONSALVES
Major General, USA
Commanding