



DEPARTMENT OF THE ARMY
HEADQUARTERS, WARRIOR TRANSITION BRIGADE- NATIONAL CAPITAL REGION
9045 BEALE ROAD
BETHESDA, MD 20889-5634

MCAT-WTB-CDR

24 January 2014

MEMORANDUM FOR Warrior Transition Brigade- National Capital Region (WTB-NCR)

SUBJECT: Warrior Transition Brigade- National Capital Region (WTB-NCR) Policy Letter # 29- The Right of Civilians to Present Complaints, or Request Assistance from, the Inspector General

1. REFERENCE: AR 20-1, Inspector General Activities and Procedures
2. APPLICABILITY: This policy applies to all civilian personnel assigned, attached or personnel on temporary duty (TDY) to include contract personnel and Family Members within the Warrior Transition Brigade- National Capital Region (WTB-NCR). This policy extends to Bethesda, Fort Meade and Fort Belvoir WTUs.
3. GENERAL: All Civilians have the right to present complaints, grievances, or requests for assistance to the Inspector General (IG). These complaints or grievances may include what civilians reasonably believe to be evidence of fraud, waste and abuse.
4. POLICY:
 - a. Chain of Command. Before visiting the Inspector General (IG), you should consider whether your immediate supervisor can address your concerns in a more prompt manner. Civilian personnel laws and regulations prescribe procedures for civilian employees to use in submitting complaints related to employment. Your servicing Civilian Personnel Advisory Center can provide you with further information. If you would like to submit a complaint concerning employment discrimination due to race, color, gender, religion, national origin, religion, age or disability, contact your Equal Employment Opportunity (EEO) Advisor. Appropriated fund employees' complaints regarding whistleblower reprisal or prohibited personnel practices may also be addressed with the Office of Special Counsel; non-appropriated fund employees will address such complaints with the Office of the Department of Defense Inspector General.
 - b. IG Address: 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 the Northern Regional Medical Command (NRMC) Inspector General office at Fort Belvoir. The NRMC IG services all Civilian employees assigned to the WTB-NCR. Civilian employees may certainly contact the local IG offices for installation issues that do not pertain to the WTB-NCR. Installation IG offices are listed below based on duty location.

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WRNMMC
8901 Wisconsin Avenue
Bethesda, Md 20889
Hotline: 301-319-8990

Fort Belvoir
8825 Beulah St.
Fort Belvoir, VA 22060-5246
703-806-0088

Fort Meade
219 Chisholm Ave.
Fort Meade, MD 20755
301-677-7393

c. IG Addresses: If you believe that your local IG response to your concerns is not fair, complete or in accordance with law or regulation or if you believe that contacting your IG may jeopardize your interests, you may write or call toll free at the following address:

MEDCOM IG
2173 Wilson Way Suite 26
Fort Sam Houston, Texas 78234-7564

Department of the Army Inspector General (DAIG): 1-800-752-9747
Department of Defense Inspector General (DODIG): 1-800-424-9098

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

e. Disciplinary Actions. 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 or for taking any disciplinary or adverse action against you for the same. However, if you lie or knowingly make false accusations to the IG, you will be subject to disciplinary actions.

f. Confidentiality. 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 representative.

5. The point of contact for this policy is the undersigned.

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DANA S. TANKINS
COL, SC
Commanding