



DEPARTMENT OF THE ARMY
HEADQUARTERS 25TH INFANTRY DIVISION AND US ARMY HAWAII
SCHOFIELD BARRACKS, HI 96857-6000

REPLY TO
ATTENTION OF

APVG-CG

5 November 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Hawaii Policy Letter 3 – 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, grievances, or requests for assistance to the Inspector General. These complaints or grievances may include what the civilian employee reasonably believes to be of fraud, waste, and abuse.
2. Before visiting the Inspecting 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 at 438-8446. If you want to submit a complaint about employment discrimination tied to race, color, religion, sex, age, national origin, or disability, you may contact the Division Equal Employment Opportunity (EEO) on Schofield Barracks at 655-6718/1603; or the CPAC EEO on Fort Shafter at 438-4098. 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:

Name: 25th Infantry Division Inspector General
Location: Building S-361 (Located behind the Tropic Lightning Museum)
Phone: 808-655-0847
Webpage: <http://www.25idl.army.mil/>

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SUBJECT: Policy Letter 6 – Green Streamer & Safety Day Off Program

5. If you believe that your local Inspecting 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 Inspecting General may jeopardize your interests—you may contact:

U.S. Army Pacific IG: 808-438-2811

Department of the Army IG: 1-800-752-9747

Department of Defense IG: 1-800-424-9098

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

7. In accordance with Army Regulation (AR) 20-1, paragraph 1-12, the Inspecting 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 or investigation, or otherwise interact with an Inspecting 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 Inspecting General, you may be subjected to disciplinary action.


CHARLES A. FLYNN
Major General, USA
Senior Commander

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