



**DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH BRIGADE, USACC
UNITED STATES ARMY CADET COMMAND
2175 REILLY ROAD, STOP A
FORT BRAGG, NORTH CAROLINA 28310-5000**

REPLY TO
ATTENTION OF:

ATCC-DDZ

17 December 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Policy Memorandum 2 – Open Door Policy and Right to Present Complaints to or Request Assistance from the Inspector General (IG)

1. References.

- a. AR 600-20, Army Command Policy, Chapter 6 and Appendix D, 18 March 2008.
- b. AR 20-1, Inspector General Activities and Procedures, dated 29 November 2010.
- c. AR 1-201, Army Inspection Policy, dated 4 April 2008.
- d. AR 385-10, Army Safety Program, dated 1 June 2009.
- e. CC Policy #4-11 EO Complaint Procedures, dated 1 March 2011.

2. Purpose. To outline the commander's availability, open door policy, and right to present complaints to or request assistance from the inspector general's office.

3. Policy.

a. All personnel have a responsibility to ensure their supervisors and commanders are made aware of problems which affect the discipline, morale and effectiveness of the unit.

b. All Soldiers, Civilians and Cadets will be advised that their chain of command is available to discuss matters that are unable to be resolved through normal channels or are of such serious nature that commanders or supervisors need to be involved.

c. Personnel should first use their chain of command. If they do not feel their grievance or problem was properly resolved or if it is of a personal nature, they may request assistance thru my open door policy without fear of reprisal or any adverse action when expressing their concerns.

d. Personnel may schedule an appointment at (910) 396-5616. If we are unable to meet face to face in a timely manner, the matter may be discussed by telephone.

4. All Soldiers, Civilians and Cadets have the right to present complaints, grievances or requests for assistance to the IG. These may include what is perceived as evidence of fraud, waste and abuse.

5. Soldiers, Civilians and 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 IG. You do not have to present your concerns to your chain of command before visiting the IG and you do not have to

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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 IG during your duty hours.

6. 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 Management Employment Relations (MER) at (502) 624-8501 or 4839, 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 at (502) 624-2545.

7. All personnel 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 or call their local IG at (502) 624-0051.

8. If you believe your local IG'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, US Army Cadet Command, ATTN: ATOD-IG, Bldg. 481, 1270 Old Ironside, Fort Knox, KY 40121, or call (502) 624-6337. You may also call the Department of Defense (DoDIG) Hotline Toll free: 1-800-752-9747 or 1-800-424-9098, commercial (703) 604-8569.

9. 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 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.

10. Per Army Regulation 20-1, paragraph 1-2, the IG 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 IG during an inspection or investigation.

11. You may report complaints about hazardous work conditions (unsafe or unhealthy) by using procedures in AR 385-10, chapter 3.

12. All schools will post a copy of this memorandum, uncovered, on the unit bulletin board.

13. The point of contact for this action is the undersigned at (910) 396-5616.



LAWRENCE A. ANYANWU
COL, FI
Commanding

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