



**DEPARTMENT OF THE ARMY
U.S. ARMY WHITE SANDS MISSILE RANGE
100 Headquarters Avenue
WHITE SANDS MISSILE RANGE, NEW MEXICO 88002-5000**

REPLY TO
ATTENTION OF

TEDT-WS-IG

MEMORANDUM FOR ALL CIVILIAN EMPLOYEES AT WHITE SANDS MISSILE RANGE, NM

SUBJECT: Right of Civilian Employees to Present Complaints to 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 (IG). These may include what the civilian employee reasonably believe evidences fraud, waste, and abuse.
2. Before visiting the inspector general, you should consider whether your concerns can be addressed more quickly and simply by referring them to your immediate supervisor first or by using one of the procedures in paragraph 3.
3. Civilian Personnel Regulations prescribe procedures for civilian employees to use in submitting complaints that pertain solely to civilian employment 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 (CPAC), Building 124, Room 207, WSMR, NM, who will give you information about the pertinent regulations and advise you of the procedures to follow. However, if you are a member of a recognized bargaining unit and there is a negotiated grievance procedure, you must file your complaints concerning employment matters by following that procedure. If you want to submit a complaint about discrimination in employment because of race, color, religion, sex, age, national origin, or handicap condition, contact Equal Employment Office (EEO) Director, Building 124, Room 233A, WSMR, NM.
4. If you have a complaint about matters other than civilian employment or a complaint about violations of regulations or procedures in processing complaints about personnel action, and you feel your complaint has not been resolved by your supervisor, you may visit, call, or write your local inspector general at:

OFFICE HOURS: 0730-1630, Monday through Friday
ROOM: 307 (3rd Floor)
ADDRESS: Building 124, Crozier Street, WSMR, NM 88002
TELEPHONE: (575) 678-3902

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5. 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 inspector general, you may write to Commander, U.S. Army Developmental Test Command (TEDT-IG), 314 Longs Corner Road, Aberdeen Proving Ground, MD 21005-5055. You may also call the Department of the Army Inspector General (DAIG) or The Inspector General, Department of Defense (IG, DOD) Hotline. Their telephone numbers are:

DAIG: Toll free: 1-800-752-9747

IG, DOD Hotline: Toll free: 1-800-424-9098,

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

7. Per AR 20-1, Inspector General Activities and Procedures, 1 Feb 07, paragraph 1-12, 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, contact or assist an IG during an inspection or investigation, or otherwise interact with an IG.

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, 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 inspector general, a member of Congress, or any agency established to receive such complaints. However, if you lie or knowingly make false accusations to the inspector general, you are subject to disciplinary action.

FOR THE COMMANDER:

Secretary to the General Staff

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