



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, III CORPS AND FORT HOOD
1001 761ST TANK BATTALION AVE.
FORT HOOD, TX 76544-5008

**COMMANDING GENERAL'S
POLICY LETTER #10
IG – 01**

AFZF-IG

11 APR 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Open Door Policy

1. **APPLICABILITY.** This policy applies to all III Corps and Fort Hood Service Members, their dependents, and all others who enter Fort Hood. This policy applies to all major subordinate commanders, units, and tenant activities across the Fort Hood Military Reservation.

2. **STATEMENT OF MILITARY PURPOSE AND NECESSITY.**

a. Commanders will establish an open door policy within their commands in accordance with AR 600-20 para 2-2.

b. Commanders will sign and place permanent notices in their commands to notify Soldiers and civilian employees of their right to present complaints to the Inspector General in accordance with AR 20-1 para 6-1a.

3. **POLICY.**

a. All military and civilian members of III Corps may utilize the Open Door Policy to speak with the Corps Commander. The expectation is that problems will be handled at the lowest possible level within the chain of command, but this does not preclude anyone from speaking to the Commander. Appointments to speak with the III Corps Commander may be scheduled through the Chief of Staff Office at 254-287-7509.

b. All Soldiers and civilian employees have the right to present complaints, grievances, or requests for assistance to the Inspector General. Soldiers and civilian employees must obtain permission to be absent from their place of duty if they wish to visit the IG during duty hours, but they are not required to disclose the subject of their request. In accordance with Army Regulation 20-1, paragraph 1-12, the IG must maintain confidentiality to the maximum extent possible. Fort Hood IG contact information is:

- III Corps and Fort Hood Inspector General - (254) 287-7209, email-usarmy.hood.iicorps.mbx.ig@mail.mil
- 1st Cavalry Division Inspector General - (254) 287-6775.

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- 1st Army Division West Inspector General - (254) 553-5030
- 13th SC (E) Inspector General - (254) 287-1231.
- Carl R. Darnall Army Medical Center Inspector General - (254) 286-7351.

c. In the circumstance that a Soldier believes the response of their local IG is unfair, in violation of the law or regulations, or may jeopardize a Soldier's best interest, they may call the Department of the Army Inspector General (DAIG) at 1-800-752-9747, or the Department of Defense IG Hotline at 1-800-424-9098.

d. Civilian employee complaints regarding whistleblower reprisal or prohibited personnel practices may also be addressed to the Office of the Special Counsel; non-appropriated fund (NAF) employees should address such complaints to the Office of the Inspector General, Department of Defense Hotline at 1-800-424-9098. Civilian contractors should address complaints to the Contracting Officer Representative (COR) or if you are a Department of Army Civilian you can contact the Civilian Personnel Advisory Center (CPAC) at (254) 288-2002. If you want to submit a complaint about employment discrimination due to race, color, religion, sex, age, national origin, or disability, contact the Fort Hood Equal Employment Opportunity Office at (254) 287-3602.

e. Department of Defense personnel are restricted from preventing a Soldier or civilian employee from filing a complaint, seeking assistance, or cooperating with the IG or a member of Congress. Reprisal against a Soldier or civilian employee that makes a report to the IG through disciplinary or adverse actions is prohibited. Personnel found knowingly making false statements to the IG may be subject to disciplinary action.

4. EXPIRATION. This Command Policy Memorandum supersedes Command Policy IG-01 dated 27 November 2012, and Command Policy IG-02 dated 27 November 2012, and will remain in effect until superseded or rescinded.



MARK A. MILLEY
Lieutenant General, USA
Commanding

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