



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND  
9301 Chapek Road, Fort Belvoir, VA 22060-5527

REPLY TO  
ATTENTION OF

AMCIG

29 March 2004

**MEMORANDUM FOR ALL SOLDIERS AND CIVILIANS AT HQ AMC**

**SUBJECT: Rights of Soldiers and Civilian Employees to Present Complaints or Request Assistance**

1. All soldiers and civilians have the right to present complaints, grievances or requests for assistance to the Inspector General (IG). Before visiting the IG, first consider whether your concerns can be addressed by your chain of command. You do not have to present your concerns to your chain of command before visiting the IG. However, you must obtain permission to be absent from your duties to visit the IG during duty hours. Department of the Army personnel are prohibited from taking any adverse action against you for filing a complaint, seeking assistance, or cooperating with the IG.

2. You may visit or call your IG:

NAME: COLONEL BRUCE A. SYDNOR  
ROOM: 2-1SE1904  
OFFICE HOURS: 0730-1600  
ADDRESS: 9351 CHAPEK ROAD, FORT BELVOIR, VA 22060-5527  
TELEPHONE: 703-806-9070  
ANONYMOUS EMAIL TO AMC COMMANDER: See instructions at  
[www.hqamc.army.mil/cgdesk/howto.html](http://www.hqamc.army.mil/cgdesk/howto.html).

3. The IG will protect confidentiality to the maximum extent possible - especially when requested of persons who ask for help, make a complaint, give evidence, contact or assist an IG during an inspection or investigation, or otherwise interact with an IG.

4. Other avenues of redress include writing to the Department of the Army IG (DAIG) at: HQDA (SAIG-AC), The Inspector General, 1700 Army Pentagon, Washington, DC 20310-1700; or calling the DAIG Hotline at 703-601-1060 or 1-800-752-9747. You may also call the Department of Defense IG Hotline at 703-604-8569 or 1-800-424-9098.

A handwritten signature in black ink, appearing to read "Paul J. Kern".

PAUL J. KERN  
General, USA  
Commanding