

# Have a Concern?

Communication is Key!

## SUPERVISOR

Discuss the problem  
with your immediate  
supervisor.

## PROBLEM REVIEW PROCEDURE

If the problem is  
unresolved with the supervisor,  
complete the Problem Review form  
and follow the process.

Form is available in My VOA  
Documents & Forms >> Agency Forms >> HR Forms  
See Process in Personnel Handbook pg 16-17

## HUMAN RESOURCES

If you are uncomfortable speaking  
with your supervisor, seek  
assistance from the Human  
Resources Department to facilitate  
the process and gather any  
additional information.

**EXTERNAL HOTLINE 1-800-862-8482**

an option to report serious concerns in cases where you  
cannot use normal reporting procedures effectively