



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 46<sup>TH</sup> ENGINEER BATTALION**  
**8113 MISSISSIPPI AVENUE**  
**FORT POLK, LOUISIANA 71459-5446**

AFZX-HC-EN

20 January 2015

MEMORANDUM FOR All Personnel, 46<sup>th</sup> Engineer Battalion, Fort Polk, LA 71459

SUBJECT: Command Policy Memorandum #3- Equal Opportunity for Soldiers

1. References: AR 600-20, Army Command Policy, Chapter 6&7, Rapid Action Revision Dated 20 September 2012.
2. It is the right of every Soldier and Family Member to be afforded fair and equitable treatment without regard to race, color, religion, gender or national origin. Leaders at all levels of the Battalion are responsible for maintaining an environment free of discrimination and harassment.
3. A command environment that promotes dignity and respect for all its members is essential to mission accomplishment, cohesion, and unit readiness. I will not tolerate discriminatory practices of any sort, and I expect all leaders to be familiar with AR 600-20, Chapter 6 and 7, Army Command Policy of Equal Opportunity.
4. Education is the key to fair treatment. It is the Company Commander's responsibility to ensure that the unit conducts regulatory equal opportunity training. Every training session will be documented and a copy forwarded to the Battalion Equal Opportunity Advisor (EOA).
5. The Chain of Command is the primary means of resolving complaints of discrimination. Commanders and supervisors will take immediate action to resolve or assist in resolving complaints from Soldiers or their family members. The Battalion Equal Opportunity Advisor is available to provide assistance to resolve complaints, as well as being able to refer to alternate agencies. Any commander receiving a formal EO complaint will report to the Brigade commander within 72 hours.
6. If you believe you have a complaint, I recommended you inform your chain of command first to afford them the opportunity to resolve the issue. I strongly encourage use of the chain of command to resolve EO complaints, but it is not the only channel available. If you have a complaint against a member of your chain of command, or you do not feel comfortable bringing the complaint to your chain of command, then pursue use of other channels such as the Battalion EO Representative, the Chaplain, the Inspector General's Office, or use my Open Door Policy.
7. I prohibit commanders, leaders, and supervisors from taking any action that discourages a Soldier or Family Member from filing a complaint or seeking assistance to resolve an equal opportunity complaint. Commanders are also prohibited from taking

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any disciplinary or adverse action against Soldiers for filing a complaint, seeking assistance, or cooperation with an investigation officer in an equal opportunity complaint. The chain of command and the Battalion EO Representative will develop and disseminate a reprisal prevention plan for each case to protect complainants, witnesses and the accused.

8. All subordinate units will announce this policy in formation and post a copy of this policy in their unit areas.

**“STEEL SPIKE!”**



WILLIAM B. MOEN  
LTC, EN  
Commanding