DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

REPLY TO
ATTENTION OF:

AFZX-EOP

JAN 13 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G1-03 – Equal Opportunity (EO)/Sexual Harassment Complaint Procedures

1. Reference Army Regulation (AR) 600-20, Army Command Policy, 18 March 2008.

2. The EO complaint processing system addresses complaints that allege unlawful discrimination or unfair treatment on the basis of race, color, religion, gender, and national origin. Attempts should always be made to solve the problem at the lowest possible level within an organization.

3. Complaints of unlawful discrimination and/or sexual harassment should be addressed to the JRTC and Fort Polk EO/EEO advisors, inspector general, staff judge advocate, provost marshal/Directorate of Emergency Services (DES), Criminal Investigation Division (CID) Command, medical agencies, housing referral office, chaplain, or a higher echelon in their chain of command.

4. In accordance with AR 600-20, the victim has the option to initiate either an informal or formal complaint as designated below:

a. An informal complaint is any complaint that a Soldier or Family member does not wish to file in writing. Informal complaints may be resolved directly by the individual, with the help of another unit member, the commander or other persons in their chain of command.

b. A formal complaint is one that a complainant files in writing and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken. An individual may file a formal complaint by using a DA Form 7279 (Equal Opportunity Complaint Form).

5. It is the policy of the United States Army that all Soldiers, Family members, and DA civilians have the right to the following:

a. Present a complaint to the command without fear of intimidation, reprisal or harassment.

b. Communicate with the commander concerning their complaints.

c. Receive assistance when submitting a complaint.

d. Receive training on the Army's Equal Opportunity complaint and appeals process.

6. Commanders must appoint members of the chain of command in the rank of SGT(P) through 1LT to serve as equal opportunity representatives (EOR) for the unit. The equal opportunity representatives will assist commanders in executing their EO responsibilities and to facilitate small group discussions (to include RC units when activated) IAW AR 600-20. The equal opportunity representatives will attend the EO representative courses and facilitation courses. The installation EO advisor will maintain a current list of EORs for the installation. Unit EOR appointment status will be reported to the command group upon notification.

7. Commanders and agencies involved in the complaint processing system will maintain the strictest level of confidentiality when handling all EO complaints.

8. Individuals are responsible for advising the command of the specifics of sexual harassment and unlawful discrimination complaints providing the command an opportunity to take appropriate action to rectify/resolve the issue.

9. I expect leaders at every level to be committed to providing an environment free of sexual harassment, unlawful discrimination, and to handle complaints against such matters in a swift, fair, effective manner.

10. This policy will remain in effect until superseded or rescinded.

CLARENCE K.K. CHINN
Brigadier General, USA
Commanding

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