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

JUN 0 6 2011

AFZX-GAE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G1-06 – Equal Opportunity/Sexual Harassment Responsibility Guidelines

1. Purpose. To establish procedures and responsibilities for the conduct of the Equal Opportunity (EO) Program for all units on the installation.

2. Reference. AR 600-20, Army Command Policy, 18 March 2008/ RAR 27 APR 2010.

3. Scope. This policy will clarify the reporting procedures and define the responsibilities of the JRTC and Fort Polk Commander to tenant unit commanders with respect to the individual unit equal opportunity programs and the processing of equal opportunity complaints.

4. In order to maintain good order and discipline, all formal equal opportunity complaints originating in units for which the installation commander exercises general court martial convening authority (GCMCA) will be filed with the Fort Polk Equal Opportunity Office. For tenant units which the installation commander does not retain GCMCA, all formal complaints will be filed with the Fort Polk EO office pursuant to any existing memorandums of understanding with those units.

5. Unit commanders maintain the authority to process informal complaints.

6. Responsibility.

a. JRTC and Fort Polk Equal Opportunity Office:

(1) Provide all tenant major subordinate commanders and equal opportunity leaders support in developing and maintaining an equal opportunity program in order to foster good order and discipline.

(2) Serve as the equal opportunity advisor for all units on JRTC and Fort Polk who do not have a resident equal opportunity advisor assigned.

(3) Report any formal complaints to the Commander, JRTC and Fort Polk within 72 hours of receipt of the complaint.

(4) Inform and coordinate with appropriate parent commands regarding equal opportunity complaints.

(5) Provide administrative support and guidance as needed.

b. Major Subordinate Commanders:

(1) Ensure unit commanders/equal opportunity leaders coordinate with the Fort Polk Equal Opportunity Office to process formal EO complaints.

(2) Ensure the Commander, JRTC and Fort Polk is informed of any formal equal opportunity complaints within 72 hours of receipt of the complaint.

(3) Ensure all informal complaints are reported to the Fort Polk Equal Opportunity Office.

(4) Commanders are responsible for informing their parent commands of all equal opportunity actions.

(5) Provide copies of completed formal EO complaints and supporting documents to the Fort Polk Equal Opportunity Office and parent unit.

c. Major Subordinate Command Equal Opportunity Advisors/Senior Equal Opportunity Leaders:

(1) Provide technical and administrative support in processing equal opportunity complaints from subordinate and partner units.

(2) Coordinate with the Fort Polk Equal Opportunity Office for all formal equal opportunity complaints.

(3) Report all informal complaints to the Fort Polk Equal Opportunity Office for record keeping and for tracking in the Equal Opportunity Reporting System (EORS).

(4) Attend monthly equal opportunity leaders meeting at the Fort Polk Equal Opportunity Office.

(5) Report all quarterly training and data for the Quarterly Narrative Summary Report to the Fort Polk Equal Opportunity Office and to the parent unit.

(6) Maintain EO boards at all levels of command.

(7) Assist and support in the Fort Polk Special Observances Program.

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

CLARENCE K.K. CHINN
Brigadier General, USA
Commanding

DISTRIBUTION:
A+