



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ANSBACH
UNIT 28614
APO AE 09177

AMIM-ANG-ZA

21 June 2024

MEMORANDUM FOR All United States Army Garrison (USAG) Ansbach Military, Civilian Personnel, and Family Members

SUBJECT: USAG Ansbach Command Policy Letter #2 - Military Equal Opportunity (MEO)

1. Reference AR 600-20 (Army Command Policy), Revised 1 July 2021.
2. Policy: MEO is an essential element of readiness at all levels of command and contributes to unit cohesion and mission accomplishment. A work environment that promotes equal opportunity and fair treatment for all Soldiers, Civilian employees, and Family members is vital to accomplishing our mission. Violations of MEO and Harassment Prevention and Response policies may result in disciplinary action under the Uniform Code of Military Justice (UCMJ), Articles 92, 133, or 134 or other adverse administrative action.
 - a. I fully support the principles and goals of the MEO Program and expect the same level of support from subordinate commanders. USAG Ansbach will provide an environment that is free of unlawful discrimination and harassment. Discrimination occurs when someone, or a group of people, is harassed, intimidated, insulted, humiliated, or is treated less favorably than another person or group, because of their race, color, sex (to include gender identity), national origin, religion, or sexual orientation. It includes use of disparaging terms with respect to a person's race, color, sex (to include gender identity), national origin, religion, or sexual orientation which contributes to a hostile work environment. Soldiers and Civilians assigned to USAG Ansbach are prohibited from taking acts of retaliation or reprisal against any Soldier for filing a complaint of unlawful discrimination.
 - b. The chain of command, whether military or civilian, will develop and sustain a healthy equal opportunity climate. This climate will ensure individuals who present complaints or concerns may do so without the fear of intimidation, retaliation, reprisal, or harassment. Every leader, manager, and supervisor is responsible for setting the example concerning equal opportunity, and act expeditiously and appropriately when allegation arise. Additionally, leaders, managers, and supervisors will ensure subordinates are provided annual MEO training in accordance with AR 600-20 and AR 350-1.
3. Attempts should be made to resolve concerns at the lowest possible level within an organization. If low-level resolution fails, the situation escalates, or is too malicious to resolve at a low-level, the complaint processing system defines a process for resolution. Those who feel uncomfortable submitting a complaint directly to their chain of

AMIM-ANG-ZA

SUBJECT: USAG Ansbach Command Policy Letter #2 - Military Equal Opportunity (MEO)

command may submit a complaint to the MEO Advisor. Complaints from DA Civilians (to include those against Soldiers) alleging discrimination and/or harassment will be handled in accordance with the policies and procedures contained in AR 690-12 and AR 690-600.

a. A formal complaint is one that a complainant files in writing with the MEO professional using a DA Form 7279 and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken. Within 3 calendar days of complaint receipt, MEO professionals will refer the complaint to the subject's commander. Upon receipt of a DA Form 7279, commanders will commence, or cause the commencement of an investigation of the complaint within 5 calendar days of receipt and ensure adherence to investigative timelines.

b. An informal complaint is one that a Soldier, cadet, or Family member does not wish to file in writing on a DA Form 7279. Informal complaints may be resolved directly by the complainant addressing the offending party, a peer, or another person in or outside the complainant's chain of command or non-commissioned officer (NCO) chain of command, or the MEO professional. Those issues that can be taken care of informally might be resolved through problem identification and clarification of issues, discussion, recognition of inappropriate or misleading behavior, and a willingness to change. Within 3 calendar days of complaint receipt, members of the chain of command assisting with informal complaint resolution will inform their MEO professional of the initiation of informal complaint assistance efforts.

c. Anonymous complaints are where the complainant remains unidentified may be handled as either an informal or a formal complaint and entered in MEO database as such. The commander will determine if sufficient information is provided to proceed as either an informal or formal complaint.

d. Commanders shall ensure MEO and harassment complaints are promptly investigated in a fair, impartial manner, and are appropriately resolved without fear of reprisal, intimidation, or retaliation. It is the responsibility of every leader, military or civilian, to examine allegations of unlawful harassment and discrimination, and take necessary action to ensure that these matters are addressed swiftly, fairly, and effectively. A complaint is resolved by action to restore benefits and privileges lost because of unlawful discrimination or harassment. Punitive or administrative actions against a subject do not necessarily change offending behaviors or rectify the situation for the individual complainant or unit. Commanders will take corrective action to preclude recurrence of discriminatory or harassing conduct and address any management deficiencies or other contributing factors that caused the allegations to be raised. Commanders will also look at the causes of why complainants rendered complaints that were not substantiated by the investigating officer and /or commander.

AMIM-ANG-ZA

SUBJECT: USAG Ansbach Command Policy Letter #2 - Military Equal Opportunity (MEO)

4. The 24-7 MEO hotline is at +49 (0)1611 143 587 1512. Additionally, Soldiers or Civilians who have been threatened concerning filing a complaint or preparing a protected communication must report the circumstances to the local Inspector General or DoD Inspector General Hotline at 1-800-424-9098 or via email at hotline@dodig.osd.mil.

5. The POC for this policy is the USAG Ansbach MEO Office at DSN 314-587-1512 or via email usarmy.ansbach.id-europe.list.eoa@army.mil. This memorandum will be posted on the unit bulletin board to allow for maximum viewing. Commanders and directors will ensure that their personnel are made aware of this policy and are educated in the Equal Opportunity complaint procedures.



AARON J. SOUTHARD
COL, PO
Commanding