



DEPARTMENT OF THE ARMY  
HEADQUARTERS, XVIII AIRBORNE CORPS AND FORT BRAGG  
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FORT BRAGG, NORTH CAROLINA 28310-5000



AFZA-CG

19 April 2018

MEMORANDUM FOR Soldiers and Civilians of XVIII Airborne Corps and Fort Bragg

SUBJECT: Commanding General's Policy Letter #4A: Equal Opportunity (EO) Complaint Procedures

1. References:

- a. Army Regulation 600-20 (Army Command Policy), 6 November 2014.
- b. Department of Defense Directive 1020.02E (Diversity Management and Equal Opportunity in the DoD), 8 June 2015.
- c. Department of Defense Directive 7050.6 (Military Whistleblower Protection), 17 April 2015.
- d. Army Directive 2015-39 (Inclusion of Sexual Orientation in the Military Equal Opportunity Program), 14 October 2015.
- e. 10 U.S. Code, Section 1561 (Complaints of Sexual Harassment: Investigation by Commanding Officers), 3 January 2012.

2. This memorandum supersedes and replaces Commanding General's Policy Letter #3: Trust, Teamwork and Cohesion, Enclosure 4 (Equal Opportunity (EO) and Equal Employment Opportunity (EEO) Complaint Procedures), published 10 October 2017.

3. Purpose. Ensure all Soldiers and family members have knowledge of the procedures to file an EO complaint and understand their right to present a complaint without fear of intimidation, reprisal, or harassment.

4. Policy. Commanders at all levels will establish, implement, and inform their commands of the EO complaint procedures in accordance with AR 600-20, Chapter 6 and Appendix C.

5. Any individual who believes they were discriminated against based on race, color, national origin, sex (including sexual identity), religion, or sexual orientation has the right to present their concerns to the chain of command. Individuals may also file informal complaints alleging a hostile work environment and/or offensive behavior that occurs on or off post during duty and non-duty hours. Complaints of discrimination can be submitted either informally or formally.

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a. An informal complaint is any complaint that a complainant does not wish to file in writing. In resolving an informal complaint, members of the command must ensure that the complaint is taken seriously, handled fairly and with sensitivity. Informal complaints may be resolved without the knowledge or direct involvement of the commander. There are no time lines for resolving an informal complaint. However, the complaint will be resolved as quickly as possible. Even if not involved in the complaint resolution, the Equal Opportunity Advisor at the next level of command will be informed of the informal complaint.

b. A formal complaint is one that a complainant files in writing and swears to the accuracy (sworn statement) of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken. A formal EO complaint will be filed with the Equal Opportunity Advisor using DA Form 7279 (Equal Opportunity Complaint Form). Individuals have 60 calendar days to file a formal complaint from the time that the incident occurred. However, leaders and commanders are encouraged to investigate all formal complaints, even if the 60 days have expired.


(1) Upon receipt of a formal complaint, commanders will ensure an investigation is completed within fourteen calendar days.

(2) All formal complaints will be reported to the first General Court Martial Convening Authority (GCMCA) within three calendar days. Additionally, the commander will provide a progress report to the GCMCA 21 days after that date on which the investigation began, and every 14 days thereafter until completion.

(3) The commander will establish and implement a reprisal plan to protect the complainant and any named witnesses.

c. All complaints should be handled by the lowest level of the chain of command. However, a complainant may submit a complaint to the Equal Opportunity Advisor or another support agency. Agencies and offices available to receive and address complaints include brigade or higher level Equal Opportunity Advisor (EOA), Inspector General, Chaplain, Provost Marshal, Staff Judge Advocate, a higher headquarters, or medical personnel. All formal complaints must be submitted to an Equal Opportunity Advisor. Leaders will not preclude or hinder individuals from using these channels for complaint resolution.

6. Point of contact is the XVIII Airborne Corps Equal Opportunity Program Manager at (910) 432-3921 or EO Hotline at (910) 396-4538.

  
PAUL J. LaCAMERA  
Lieutenant General, USA  
Commanding