MEMORANDUM FOR RECORD

SUBJECT: Garrison Policy Letter #7-Military Equal Opportunity (MEO) and Harassment Complaint Process Policy

1. References:


   c. DoD Directive 7050.06 (Military Whistleblower Protection), 17 April 2015.


   e. 10 U.S. Code, Section 1561 (Complaints of Sexual Harassment: Investigation by Commanding Officers), 3 January 2012.

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

3. Policy. Leaders and supervisors at all levels will establish, implement, and inform their commands of the MEO complaint procedures in accordance with AR 600-20, Chapter 6-6. This policy memorandum supersedes Garrison Policy Letter #7- Equal Opportunity (EO) Complaint Procedures dated 15 November 2019.

4. Any individual who believes they were discriminated against based on race, color, national origin, sex (to include gender identity), religion, sexual orientation and harassment which includes hazing, bullying, and other discriminatory harassments has the right to present their concerns to the chain of command. Individuals may also file anonymous and 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 anonymous, informally or formally.
a. An Anonymous complaint is any complaint where the complainant remains Unidentified; it may be handled as either and informal or a formal complaint. The commander will determine if sufficient information is provided to process as either and informal or formal complaint. In resolving an anonymous complaint, members of the command must ensure the complaint is taken seriously, handled fairly and with sensitivity. Even if not involved in the complaint resolution, the MEO Advisor at the next level of command will be informed of the anonymous complaint.

b. An Informal complaint is any complaint that a complainant does not wish to file in writing on DA 7279. Informal complaints may be resolved directly by the complainant addressing the offending party, peer, or other person in or outside the complainant’s chain of command, or the MEO professional. In resolving an informal complaint, members of the command must ensure 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 timelines for resolving an informal complaint. However, the complaint will be resolved as quickly as possible. Even if not involved in the complaint resolution, the Military Equal Opportunity Advisor at the next level of command will be informed of the informal complaint.

c. 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 MEO Advisor using DA Form 7279 (Equal Opportunity Complaint Form). Individuals have 60 calendar days to file a formal complaint from the time the incident occurred. However, leaders and commanders are encouraged to investigate all formal complaints, even if the 60 days have expired.

d. Upon receipt of a formal complaint, commanders will ensure an investigation is completed within 30 calendar days from acknowledgment of the DA Form 7279. Commanders will initiate an investigation within five days of receipt of the formal complaint. Legal review and notification of final decision to be completed within 14 days of investigation completion.

e. Commanders will forward within five calendars days the complaint or a detailed description of the allegation(s) to the first Special Court Martial Convening Authority (SPCMCA) in the chain of command when the complaint is processed at the battalion or company level. If the complaint is processed at the brigade level, the complaint or a detailed description will be forward to the first General Court Martial Convening Authority (GCMCA) within five calendar days. Additionally, the commander will provide a progress report to the SPCMCA or GCMCA depending on the complaint level 14 days after that date on which the investigation began, and every 14 days thereafter until completion.
f. The commander will establish and implement a reprisal plan to protect the complainant, any named witnesses and the subject from acts of reprisal.

g. All complaints should be handled by the lowest level of the chain of command. However, a complainant may submit a complaint to the MEO Advisor or another support agency. Complaints where subject is COL (P) and higher will be filed with HQDA IG.

h. Agencies and offices available to receive and address complaints include Directorate or higher level MEO Advisor, Inspector General, Chaplain, Provost Marshal, Staff Judge Advocate, a higher headquarters, or medical personnel. All formal complaints must be submitted to a MEO Advisor. Leaders will not preclude or hinder individuals from using these channels for complaint resolution.

5. Point of contact for this policy is the XVIII Airborne Corps Equal Opportunity Program Manager at DSN 910-907-2113 or MEO Hotline at (910) 929-8894.

[Signature]

SCOTT PENCE
COL, AR
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