



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BUCHANAN
390 DOUBLE EAGLE AVENUE, SUITE 300
FORT BUCHANAN, PUERTO RICO 00934-4614

AMIM-BCG-ZA (1oo)

MEMORANDUM FOR All Personnel Assigned or Attached to United States Army Garrison (USAG) Fort Buchanan

SUBJECT: Garrison Policy 23-04, Equal Opportunity (MEO) Complaint Procedures

1. **Reference.** Army Regulation 600-20 (Army Command Policy), 24 July 2020.
2. **Purpose.** Provide a brief summary of Equal Opportunity complaint procedures.
3. Any Soldier assigned or attached to United States Garrison (USAG) Fort Buchanan who believes he or she was discriminated against based on race, color, national origin, sex (including gender identity), religion, or sexual orientation, may file a complaint. The complaint may be informal or formal.
 - a. An informal complaint is any complaint that a complainant does not wish to file in writing. Leaders must ensure that such complaints are taken seriously and handled with sensitivity. Informal complaints are often best handled at the lowest supervisory level. While there are no timelines, complaints should be resolved as quickly as possible.
 - b. Formal complaints.
 - (1) A formal complaint is filed in writing using DA Form 7279. The complainant swears to the accuracy of the information and provides the form to the 81st Readiness Division EO advisor. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken. Complainants have 60 calendar days to file a formal complaint from the time an incident occurred.
 - (2) All formal complaints will be referred to the Commanding General, 81st Readiness Division (the General Courts-Martial Convening Authority (GCMCA)), within three days of receipt. In addition, an investigation will be conducted within 14 days of the date the complaint was received, with a report on the progress of the investigation to the GCMCA 21 days after the investigation began, and every 14 days thereafter.
 - (3) Upon receipt of a complaint, I will implement a plan to protect the complainant from acts of reprisal. Reprisals of any kind against a person who files an EO complaint are prohibited. This prohibition is punitive. Any person subject to the Uniform Code of Military Justice (UCMJ) who threatens or commits an act of reprisal against a complainant may be subject to punishment or other adverse administrative action.

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(4) Similarly, civilian employees who threaten or commit an act of reprisal against a complainant may be subject to appropriate disciplinary action under regulations governing civilian employees. If a complainant is threatened with reprisal, or should an act of reprisal occur, the complainant should report the matter to the DoD Inspector General (IG). Complaints of reprisal received by the chain of command will be referred to the DoD IG. The DoD IG Hotline phone number is (800) 424-9098 or DSN 664-8799. The DoD IG Hotline email address is hotline@dodig.osd.mil.

4. EO is a mandatory performance standard for all supervisors. Leaders will exhibit commitment to EO by resolving conflicts and addressing concerns in the workplace.

CHARLES N. MOULTON
COL, LG
Commanding