



DEPARTMENT OF THE ARMY
HEADQUARTERS, 1ST BRIGADE COMBAT TEAM
101ST AIRBORNE DIVISION (AIR ASSAULT)
MIHAIL KOGALNICEANU AIR BASE, ROMANIA, APO AE 09749-9500

AFZB-KA-CDR

16 June 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 4 – 1st Brigade Combat Team Policy on Military Equal Opportunity (MEO) Complaint Procedures

1. Reference: Army Regulation 600-20, Army Command Policy, 24 July 2020.
2. The 1st Brigade Combat Team is committed to the Department of the Army's Military Equal Opportunity (MEO) policy. The goal of the Military Equal Opportunity (MEO) program is to create and sustain effective units by eliminating discriminatory behaviors or practices that undermine teamwork, mutual respect, loyalty, and shared sacrifice of the men and women of the Army. Soldiers, Family members, and civilians have the right to present a complaint or issue to the command without fear of intimidation, reprisal, or harassment.
3. Supervisors at all levels are accountable for addressing policies, procedures, and practices that intentionally or unintentionally contribute to discrimination. Each is responsible for communicating aspects of complaint processing procedures to his/her personnel and attempts should be made to resolve concerns at the lowest level possible within the organization.
4. The complaint processing system addresses complaints that allege unlawful discrimination on the basis of race, color, sex (to include gender identity), national origin, religion, or sexual orientation and harassment, which includes hazing, bullying, and other discriminatory harassment. Concerns raised or resolved outside of the complaint processing system are considered problem resolution or leadership actions and are not considered MEO or harassment complaints. Incidents involving allegations of criminal behavior (violations of UCMJ) will be reported or referred to law enforcement.
5. There are three types of complaints:
 - a. Anonymous. 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.
 - b. Informal. An informal complaint is one that a Soldier 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, another person in or outside the

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complainant's chain of command, or the MEO professional (EO Leader (EOL) or EO Advisor (EOA)). All informal complaints will be reported as such, to the Installation EOA.

c. Formal: A formal complaint is one that a complainant files in writing 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. Complainants have 60 calendar days from the date of the alleged incident in which to file a formal complaint. This time limit is established to set reasonable parameters for the inquiry or investigation and resolution of complaints, to include ensuring the availability of witnesses, accurate recollection of events, and timely resolution or remedial action. If a complaint is received after 60 calendar days, the commander may conduct an investigation into the allegations or appoint an investigating officer.

6. If the complainant feels it is necessary to go outside the chain of command, they may go to alternate agencies such as Brigade EOA, Inspector General, Chaplain, Provost Marshal, Medical Offices, Staff Judge Advocate, and the Housing Referral Office. No Soldier may take or threaten to take unfavorable personnel action or withhold a favorable personnel action in reprisal against any person.

7. Upon initiation of a formal complaint, commanders will implement a plan to protect the complainant, any named witness, and the alleged perpetrator from reprisal. The plan will include, at minimum, specified meetings and discussions with the complainant, alleged perpetrator, named witnesses, and selected members of the chain of command and co-workers. Commanders at all levels will publish and post written command policy on complaint procedures.

8. The point of contact for this policy is the 1st Brigade Combat Team Military Equal Opportunity office at (270) 956-0893.



TREVOR S. VOELKEL
COL, IN
Commanding

DISTRIBUTION:

Commander

1-327th Infantry Regiment

2-327th Infantry Regiment

1-506th Infantry Regiment

1-32nd Cavalry Regiment

(CONT)

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