



DEPARTMENT OF THE ARMY
HEADQUARTERS, 1ST BRIGADE COMBAT TEAM
101ST AIRBORNE DIVISION (AIR ASSAULT)
FORT CAMPBELL, KENTUCKY 42223

AFZB-KA-CDR

17 June 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 3 - 1st Brigade Combat Team Policy on Equal Opportunity Formal Complaint Procedures

1. References:

a. Army Regulation 600-20, Army Command Policy

2. The 1st Brigade Combat Team is committed to the Department of the Army's Equal Opportunity (EO) policy. 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. There are two types of EO complaints, informal and formal. An informal complaint is a complaint not filed in writing. Commanders will give these complaints the same level of attention as a formal complaint. If the complainant exercises their right to file a formal complaint, it is recommended they contact their Brigade Equal Opportunity Advisor (EOA) or the Division EO Office for assistance.
4. 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.
5. Commanders, leaders, and supervisors will support the complaint procedures as outlined in AR 600-20, paragraph 6-6.
6. 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.
7. Soldiers, Family members, or civilians who feel they are being treated unfairly should contact their chain of command, unit EO Representative, or Brigade/Division EOA for assistance.

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8. The point of contact for this policy is the 1st Brigade Combat Team Equal Opportunity Advisor, MSG Zoyie Jackson, office (270) 956-0893.

I AM BASTOGNE!

A stylized, handwritten signature in black ink, consisting of several overlapping, sweeping strokes that form a monogram-like shape.

KEVIN R. SHARP
COL, IN
Commanding