



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM  
FORT DRUM, NEW YORK 13602-5000

AFDR-CG

9 September 21

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #2: Military Equal Opportunity Program

1. Reference. Army Regulation (AR) 600-20 (Army Command Policy), 24 July 2020.
2. Purpose. To provide guidance and establish Military Equal Opportunity (MEO) Policy for the 10th Mountain Division (Light Infantry) and Fort Drum.
3. Applicability. This policy applies to all Soldiers and Department of the Army (DA) Civilian personnel assigned or attached to 10th Mountain Division (Light Infantry) and Fort Drum at all times regardless of location.
4. Policy.
  - a. Diversity is a major source of strength, innovation, and capability for our Army. The proper management of this diversity through deliberate, command-driven inclusionary efforts is an essential component that enables the United States Army to maintain a high state of readiness. 10th Mountain Division (Light Infantry) will treat all of its personnel and their Family Members with dignity and respect without regard to race, color, religion, sex (to include gender identity), sexual orientation, or national origin. We must provide working, living, and recreational environments (both on and off post) free of prejudice, verbal abuse, discrimination, insensitivity, offensive behavior, hazing, and bullying.
  - b. As the 10th Mountain Division (Light Infantry) Commander, I am charged with establishing an open, positive command climate where personnel are evaluated based on their own individual merit, performance, and potential in support of readiness so they may be allowed to thrive without personal, social, or institutional barriers. Each of us has the right to participate in and benefit from programs and activities for which we are qualified. Commanders are MEO Officers within their commands and will be held accountable for ensuring compliance with this policy. I fully support the Army's MEO program and direct the same level of support from subordinate commanders. Leaders must proactively communicate, educate, and train the members of their commands to ensure maximum awareness of this policy.
  - c. Army Heritage Month. Army Heritage Month will be conducted annually during the month of June. All personnel desiring to participate in the Army Heritage Month Activities will be given a reasonable opportunity to do so. Activities are conducted to

recognize diversity, promote cohesion, teamwork, harmony, pride and Esprit de Corps within the total Army force and assist in promoting and fostering a culture of equity and inclusion, and enhancing heritage awareness and understanding.

5. Rights/Responsibilities.

a. The MEO complaint process. All Soldiers, Civilians, and Family members will be provided equal opportunity and an environment free of harassment and discrimination. MEO complaint procedures address complaints alleging unlawful discrimination or unfair treatment on the basis of race, color, religion, sex (to include gender identity), sexual orientation, national origin and harassment to include hazing, bullying and other discriminatory harassment. All complaints should be reported immediately up the chain of command with full protection from reprisal for the complainant, alleged offender, and witnesses. Commanders, directors, and supervisors will not preclude Soldiers from using alternate channels to lodge a complaint, such as the Inspector General, Chaplain, Staff Judge Advocate, or someone in a higher echelon of the complainant's chain of command. All personnel should attempt to resolve the problem at the lowest level; however, no one will be dissuaded from filing a complaint. Complaints may be anonymous, informal, or formal.

b. An **anonymous complaint** is any complaint where a Soldier, DA Civilian, or Family member wishes to remain unidentified. Anonymous complaints may be handled as either an informal or a formal complaint if the Commander determines sufficient information is provided to proceed as either an informal or formal complaint. Commanders will be identified as the complainant on the DA Form 7279 (EO and Harassment Complaint Form) and in the MEO database.

c. An **informal complaint** is a complaint that a Soldier, cadet, or Family member 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, or another person in or outside the complainant's chain of command or NCO chain of command, or the MEO professional. Those issues that can be taken care of informally might be resolved through problem identification and clarification of issues, discussion, recognition of inappropriate or misleading behavior, and a willingness to change. Actions and resolutions taken with others before involving commanders or MEO professionals are not tracked in the MEO database nor reviewed by the MEO professional. When practical, an informal complaint should be resolved within 60 calendar days.

d. 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 and are entered in the MEO database.

e. DA Civilian employees will report employee discrimination to the Equal Employment Opportunity (EEO) office. Complaints from DA Civilians alleging discrimination and/or harassment will be handled in accordance with the policies and

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procedures contained in AR 190-12 and AR 690-600, or as described in separate DoD and DA policy, or as provided for in any applicable bargaining agreement.

f. Individuals are responsible for advising their chain of command of any incidents of alleged unlawful discrimination and will provide the chain of command an opportunity to take appropriate action to resolve the problem. Personnel should only submit legitimate complaints and should exercise caution against unfounded or reckless charges.

g. Commanders and other leaders are responsible for taking appropriate action when an allegation of discrimination is substantiated. When an inquiry or investigation provides evidence to indicate the complainant was more likely than not treated differently because of his/her race, color, religion, sex (to include gender identity), sexual orientation, or national origin, the Commander must decide what corrective action to take. Corrective action may be punitive.

6. All personnel serving under 10th Mountain Division (Light Infantry) have the right to present a complaint without fear of intimidation, reprisal, or retaliation. Individuals who believe they have been subjected to reprisal or retaliation should report the matter through their chain of command, Military Equal Opportunity professional, Sexual Harassment/Assault Response and Prevention Coordinator or their IG office. Commanders will ensure that complaints are protected from reprisal..

7. Fort Drum maintains a 24/7 installation MEO and Harassment Hotline to report MEO violations, as well as hazing, bullying, and discriminatory harassment. The hotline will be only answered by a MEO professional. You may reach the hotline anytime by calling (315) 772-6711. Commanders on Fort Drum must post the MEO hotline phone number on their bulletin boards and in other appropriate areas to ensure all individuals are aware of the immediate MEO and harassment assistance available on this installation.

8. Equal Opportunity Advisor's (EOAs) are not to perform extra duties but must remain focused on their sole responsibility of providing Equal Opportunity advice to the command. Furthermore, EOAs will not be assigned duties that may create a conflict of interest or distract from their primary duties.

9. Point of contact for this policy is LTC Andrea Dover, the Fort Drum Equal Opportunity Program Manager office at (315) 772-9174/9210 and [andrea.g.dover.mil@mail.mil](mailto:andrea.g.dover.mil@mail.mil).

MILFORD H. BEAGLE, JR.  
Major General, USA  
Commanding

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