



**DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON, FORT EISENHOWER  
307 CHAMBERLAIN AVENUE  
FORT EISENHOWER, GEORGIA 30905-5730**

6 February 2025

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MEMORANDUM FOR All Garrison Personnel

SUBJECT: Garrison Commander's Policy Memorandum No. 3 - Military Equal Opportunity Complaint Procedures

1. References:

- a. Army Regulation 600-20, (Army Command Policy), Dated 24 July 20.
- b. DA Form 7279 Equal Opportunity and Harassment Complaint Form.
- c. DODI 1350.02 DOD Military Equal Opportunity Program.

2. Every military member and Family member has the right to receive equal opportunity and fair treatment regardless of their race, religion, sex, color, sexual orientation, or national origin and to serve in a workplace that is free from harassment. Commanders, managers, and supervisors at all levels are responsible for ensuring the fair treatment of all military members and their family members. We must never allow or tolerate harassment or discrimination based on race, religion, sex, color, sexual orientation, or national origin.

3. Individuals are encouraged to use their Chain of Command for redress of grievances. However, depending on the nature and severity of the complaint, other avenues are available to enter the complaint process. Commanders will not preclude anyone from using someone in a higher echelon of the complainant's Chain of Command, the Inspector General, Chaplain, Provost Marshall, Medical agency personnel, Staff Judge Advocate, or the Chief of Community Housing Referral and Relocation Services Office.

4. Individuals may choose to file a formal, informal, or anonymous complaint. Regardless of the type of complaint, the agency receiving the complaint will tell the complainant what role the agency has and what will be done with the complaint, while assisting in the resolution of the complaint at the lowest possible level. Complaints involving DOD Civilian complainants will be processed in accordance with EEO Policy.

a. Military Informal Complaint: IAW AR 600-20, Chapter 6-6 (2-a), an informal complaint is one 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

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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 and may 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.

b. **Military Formal complaint:** IAW AR 600-20, Chapter 6-6 (3-a), 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. Should a Soldier or Family member wish to initiate a formal complaint, they have 60-calendar days from the date of the alleged incident to file the formal complaint. This time limit is established to allow for a prompt inquiry or investigation that ensures reasonable availability of witnesses, accurate recollection of specific events, and preservation of evidence relevant to the complaint and allegations. If a complaint is received more than 60-calendar days after the alleged incident, the commander may, at his or her discretion, still conduct an investigation into the allegations or appoint an investigating officer. In deciding whether to conduct an investigation, the commander should consider the reason for the delay, the availability of witnesses, and whether a full and fair inquiry or investigation can still be conducted.

c. **Military Anonymous Complaint:** IAW AR 600-20, Chapter 6-6 (1-a), complaints where the complainant remains unidentified may be handled as either an informal or a formal complaint and entered in the MEO database, as such. The commander will determine if sufficient information is provided to proceed as either an informal or formal complaint. The commander will be identified as the complainant on the DA Form 7279 (Military Equal Opportunity and Harassment Complaint Form) and in the MEO database. If the complaint is processed as an informal complaint, the commander will determine if informing the entire command or part of the organization of the actions taken is appropriate. If during the informal or formal process of an anonymous complaint, the identity of the actual complainant is revealed, the complainant will be edited in the MEO database, and the actual complainant will be provided the requisite follow-up actions DA Form 7279 - 1 (Military Equal Opportunity and Harassment Complaint Resolution Assessment Form).

5. All members of this command will be protected from reprisal or retaliation for filing complaints. No employee or military member may take or threaten to take an unfavorable personnel action, or to withhold or threaten to withhold a favorable action,

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in reprisal against any person for filing a complaint. Should a person be threatened with reprisal, or should an act of reprisal occur, it must be reported to the DOD IG. If the allegation is made known to any agency authorized to receive complaints, the agency should refer the complaint to the DOD IG. The DOD IG Hotline number is (800) 424-9098 or DSN 664-8799 and may be used to report threats or acts of reprisal. It is strongly encouraged to simultaneously report such threats or acts to the appropriate chain of command.

6. As a reminder, Soldiers who knowingly submit a false complaint (a complaint containing information or allegations that the complainant knew to be false) may be punished under UCMJ.

7. This policy letter is effective until superseded or rescinded.

8. The Military Equal Opportunity Assistance and Harassment Line is (706) 791-2014. The Army MEO Hotline number is (706) 294-4571.

9. A copy of this memorandum will be posted in the permanent section of all unit bulletin boards.

10. The point of contact for this policy is the Fort Eisenhower Equal Opportunity Office at (706) 791-2014.



ANTHONY J. KAZOR  
COL, CM  
Commanding