



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HI 96857-5013

10 APR 2026

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MEMORANDUM FOR All Military Personnel, Department of Defense (DoD) Civilian Employees, Contractors and other personnel within United States Army Garrison (USAG) Hawaii Installations

SUBJECT: Policy Memorandum (PM) #4 – Military Equal Opportunity and Harassment Prevention and Response

1. Authority. This policy is issued pursuant to applicable Department of Defense Instructions, Army Regulations, and local command regulations.
 - a. Army Regulation 600-20, Army Command Policy, 6 February 2025, Administrative Revision 20 February 2025.
 - b. Department of Defense Instruction (DoDI) 1020.03 (Harassment Prevention and Response in the Armed Forces), 8 February 2018.
2. Purpose. To establish the Military Equal Opportunity (MEO) and Harassment Prevention and Response policy for United States Army Garrison (USAG) Hawaii. This command is committed to providing an environment free of unlawful discrimination, offensive behavior, and unfair treatment. It is critical that we sustain a comprehensive effort to maximize human potential and to ensure fair treatment for all persons based solely on merit, performance, and potential.
3. Applicability. This policy applies to all Soldiers, Department of the Army (DA) Civilians, and Family members within USAG Hawaii installations. This policy also extends to conduct on and off post, during duty and non-duty hours, within the limits of the laws of localities, states, and host nations. This policy also applies to online conduct.
4. Policy. Equal Opportunity is a leadership responsibility and a readiness imperative. This command will foster and maintain a positive command climate where all persons are treated with dignity and respect. Unlawful discrimination on the basis of race, color, sex (to include pregnancy), national origin, religion, or sexual orientation will not be practiced, condoned, or tolerated.
5. Responsibilities.
 - a. Commanders and Leaders. Engaged leadership is fundamental to the success of the MEO program. I expect all leaders to enforce standards and work with their teams to eliminate actions and behaviors that undermine trust and negatively impact readiness. Leaders will set the right conditions to allow people to feel safe, respected, and protected from acts of reprisal or retaliation in accordance with AR 600-20. Specific responsibilities include:

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(1) Training. Commanders will ensure all Soldiers receive MEO and harassment prevention and response training annually. Commanders and unit leaders are required to attend and be actively involved in this training. The 25th ID and USARHAW EOA will facilitate the training, with assistance from unit Equal Opportunity Leaders (EOLs).

(2) Command Climate Assessment (CCA). All commanders will conduct a CCA within 90 days of assuming command and annually thereafter (within 12 months from the closing of the last assessment). Within 30 days of receiving the CCA results, commanders will prepare a summary and action plan, brief the next higher commander, and conduct formal feedback sessions with their unit.

(3) Policy Letters. Commanders at all levels will publish and post separate written command policy letters for their Open Door Policy, MEO Program, and MEO Complaint Procedures. All letters will be consistent with Army policy, reaffirm the command's commitment to the MEO program, and explain how and where to file complaints, including the complainant's protection from acts or threats of reprisal.

b. All Personnel. All members of the USAG Hawaii community are responsible for fostering a climate of dignity and respect. Personnel should be familiar with the MEO policy and report any incidents of unlawful discrimination or harassment promptly.

6. Procedures. The MEO complaint processing system provides multiple avenues for Soldiers and Family members to file complaints. Complaints may be filed with a member's chain of command, the Inspector General, the Provost Marshal, a legal assistance officer, or a chaplain. All MEO complaints will be processed in accordance with the procedures outlined in AR 600-20, Chapter 6.

7. Effective. This policy is effective immediately and remains in effect until rescinded or superseded.

8. Proponent. The proponent of this policy is the 25th Infantry Division and U.S. Army Hawaii Military Equal Opportunity Office.

9. The point of contact for this memorandum is MSG Michael Pomerening, Equal Opportunity Advisor, Military Equal Opportunity Office, 25th Infantry Division and U.S. Army Hawaii at (808) 787-4424 or by email at michael.g.pomerening.mil@army.mil.



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