



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII  
BUILDING 580 KOLEKOLE AVENUE  
SCHOFIELD BARRACKS, HAWAII 96857-6000

05 SEP 2023

APVG-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Hawaii Policy Letter #3 – Military Equal Opportunity and Harassment Prevention and Response

1. References:

a. DoD Instruction 6400.11, Integrated Primary Prevention Policy for Prevention Workforce and Leaders, dated 20 December 2022. Change 1, effective 04 April 2023.

b. Army Regulation 600-20, Army Command Policy, 24 July 2020.

2. Applicability. This policy applies to all Soldiers, Department of the Army (DA) Civilians and Family members assigned to or present on any USARHAW installation, on and off post, during non-duty hours within the limits of the laws of localities, states, and host nations. This policy also applies to online conduct.

3. Intent. To establish Military Equal Opportunity (MEO) and Harassment Prevention and Response policy for United States Army Hawaii (USARHAW).

4. Policy.

a. Training. Equal Opportunity is a readiness issue. Soldiers will receive Military Equal Opportunity (MEO) and harassment prevention and response training. MEO training guidance will be published in the Lightning Operations Guidance (LOG) quarterly. Commanders at all levels may determine if additional MEO training is required within their formations. To enhance leader awareness, Equal Opportunity Advisors (EOAs) will conduct executive-level MEO training to brigade-sized headquarters elements and above in compliance with the LOG. Brigade EOAs will facilitate MEO training. Unit Equal Opportunity Leaders (EOLs) may assist with training. Commanders and unit leaders are required to attend and participate in the training.

b. Command Climate Assessment (CCA). All commanders will conduct a CCA within 60 days of assuming command, and every 12 months from closing of the last CCA. Commanders will prepare a CCA summary and action plan, brief the next higher commander/supervisor, and conduct formal feedback sessions with their unit within 30 days from receipt of CCA results.

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c. Policy Letters. Commanders at all levels will publish and post separate written command policy letters for their Open Door Policy, MEO Program, MEO Complaint Procedures, and the Army Harassment Prevention and Response Program. All letters will be consistent with the Army policy and must include an overview of the command's commitment to the EO program and reaffirm that unlawful discrimination will not be practiced, condoned, or tolerated. The policy letters will explain how and where to file complaints. Additionally, the letters will include complainant's protection from acts or threats of reprisal.

5. This command is committed to provide an environment free of unlawful discrimination, offensive behavior and unfair treatment. All persons will be treated with dignity without regard to race, color, sex (to include gender identity and pregnancy), national origin, religion, sexual orientation, or age (age is a protected category for civilians only). Our diversity is our strength and it is critical that we sustain a comprehensive effort to maximize human potential and to ensure fair treatment for all Soldiers based solely on merit, performance, and potential.

6. The Division EO Program office is the proponent for MEO training, CCA action plan, policy statement requirements, and all MEO related matters. Unit monthly reports on CCA completion from company level and up, will be reported to the Division EO Office by Brigade EOAs. Quarterly Brigade MEO Staff Assistant Visits (SAV) conducted by the Division EO Office will ensure that CCA action plans, annual MEO training, MEO policy letters, and administrative requirements are in compliance with the Division's Organizational Inspection Program (OIP).

7. Equal Opportunity and Harassment Prevention and Response requires engaged leaders. I expect all leaders to enforce standards and work with their teams at echelon to eliminate actions and behaviors that undermine trust and negatively impact readiness and climate. As leaders we need to set the right conditions to allow people to feel safe, respected, and protected from acts of reprisal or retaliation IAW AR 600-20, paragraphs 5-12 and 5-13.

8. Proponent. USARHAW Equal Opportunity Office is the proponent for this policy. Questions should be directed to the USARHAW Equal Opportunity Office at 315-437-4424.



MARCUS S. EVANS  
Major General, USA  
Commanding

DISTRIBUTION:  
25th Infantry Division

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5th Battlefield Coordination Detachment  
8th Theater Sustainment Command  
9th Mission Support Command  
18th Medical Command  
19th Military Police Battalion  
94th Army Air and Missile Defense Command  
196th Infantry Brigade  
311th Theater Signal Command  
402nd Army Field Support Battalion  
413th Contracting Support Brigade  
500th Military Intelligence Brigade  
516th Signal Brigade  
599th Transportation Brigade  
Desmond Doss Health Clinic  
Dental Health Command  
Installation Management Command – Pacific  
Regional Health Medical Command Pacific  
Tripler Army Medical Center  
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