



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

APVG-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Hawaii (USARHAW) Policy Letter #5 – Military Equal Opportunity (MEO) and Harassment Complaint Procedures

1. Reference: AR 600-60, 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. This policy also extends to on and off post, and 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 harassment complaint procedures as part of MEO policy for USARHAW.
4. Policy.
  - a. Soldiers, DA Civilians and Family members have a right to present a complaint if they believe an MEO policy is violated. Attempts should be made to resolve concerns at the lowest level possible within the organization.
  - b. The complaint processing system addresses complaints under the following basis of discrimination: race, color, sex (to include gender identity and pregnancy), national origin, religion, sexual orientation, or age (age is a protected category for civilians only). Discrimination occurs when a person or a group of people are bullied, harassed, hazed, humiliated, intimidated, insulted, or treated less favorably because of one of the reasons listed directly above. Concerns raised and resolved outside of the complaint processing system are considered resolved, and are not considered MEO or harassment complaints. Incidents involving allegations of criminal behavior will be reported to law enforcement.
5. There are three types of complaints:
  - a. Formal: 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 per AR 600-20, and require documentation of the actions taken.

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b. Informal: An informal complaint is one that a Soldier, DA Civilian, 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 support channel. Equal Opportunity Leaders (EOLs) and MEO professionals are authorized to receive informal complaints. All informal complaints must be reported to the Brigade Equal Opportunity Advisor (EOA).

c. Anonymous: Complaints where the complainant remains unidentified may be handled as either an informal or a formal complaint and entered in MEO database, as such. The commander will determine if sufficient information is provided to proceed as either an informal or formal complaint. MEO Professionals (EOAs), EO SGMs, and Program Managers) should be the primary recipients of anonymous complaints.

7. Formal Complaint Timeline: A complainant has 60 calendar days from the date of the alleged incident to file a formal complaint. If a complaint is received after 60 calendar days, the commander may still conduct an investigation into the allegations if they determine that the reason for the delay in reporting is valid, and a complete and fair inquiry can be conducted. Commanders should resolve formal complaints within 60 days upon receipt but may grant Investigating Officers extensions if required. Formal and harassment complaints are received by MEO professionals or commanders.

8. Any Soldier or complainant threatened with reprisal should immediately report the circumstances of the threat or activity to the Inspector General at 315-787-5407. It is strongly encouraged to simultaneously report such threats or acts of reprisal to the appropriate chain of command. The chain of command is responsible for ensuring complainants are protected from acts or threats of reprisal for filing equal opportunity complaints.

9. Proponent. The 25ID and USARHAW Equal Opportunity Office is the proponent for this policy. Questions should be directed to the 25ID and USARHAW Equal Opportunity Office at 513-437-4424



MARCUS S. EVANS  
Major General, USA  
Commanding

DISTRIBUTION:  
25th Infantry Division  
5th Battlefield Coordination Detachment  
8th Theater Sustainment Command

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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  
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