



DEPARTMENT OF THE ARMY
HEADQUARTERS, 65TH BRIGADE ENGINEER BATTALION
2D BRIGADE COMBAT TEAM, 25TH INFANTRY DIVISION
SCHOFIELD BARRACKS, HAWAII 96857-50000

APTS-ENG-CDR

6 June 2023

MEMORANDUM FOR RECORD

SUBJECT: Battalion Command Policy Letter #3 – Military Equal Opportunity (MEO) and Harassment Prevention and Response

1. Reference: AR 600-20, Army Command Policy, 24 July 2020.
2. Applicability. This policy applies to all Soldiers, DA Civilians and Family members assigned to 65th Brigade Engineer Battalion. 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. This Command is committed to provide an environment free of unlawful discrimination, offensive behavior and unfair treatment. Our diversity is our strength and is critical to the readiness of the Battalion. All persons will be treated with dignity and respect without regard to race, color, sex (to include gender identity and pregnancy), national origin, religion, or sexual orientation and harassment which includes hazing, bullying, and other discriminatory harassment. We will sustain a comprehensive effort to maximize human potential and to ensure fair treatment for all Soldiers based solely on merit, performance, and potential. Unit cohesion is a functional imperative for all units of this command and cannot be achieved without trust between members.
4. Policy.
 - a. Training. Equal Opportunity is a readiness issue. Soldiers will receive annual Military Equal Opportunity (MEO) and Harassment Prevention and Response training. Commanders at all levels will determine additional MEO topics, location and duration of training. Additionally, in order to enhance leaders' awareness, Equal Opportunity Advisors (EOAs) will conduct executive-level MEO annual training to brigade-sized headquarter elements and above. Brigade EOAs will facilitate annual MEO training. Unit Equal Opportunity Leaders (EOLs) may assist with training. Commanders and unit leaders are required to attend and be involved in training.
 - b. Defense Organizational Climate Survey (DEOCS). All Commanders will conduct a DEOCS within 60 days of assuming command, and annually thereafter from closing of the last DEOCS. Commanders will prepare a DEOCS summary and action plan, brief

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the next higher commander/supervisor, and conduct formal feedback sessions with their unit within 30 days from receipt of CCA results.

c. Army Heritage Month. To promote Army values and foster a culture of equity and inclusion, the division will conduct Army Heritage Month activities in the month of June. The intent is to recognize the contributions and achievements of our diverse military force and foster a culture of understanding, teamwork, pride, and esprit de corps amongst all members of this command.

d. 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.

e. The Brigade EO Program office is the proponent for MEO training, DEOCS action plan, policy statement requirements, and all MEO related matters. Unit monthly reports on DEOCS 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 DEOCS Action Plans, annual MEO training, MEO policy letters, and administrative requirements are in compliance with the Division's Organizational Inspection Program (OIP).

f. 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 if reporting an incident.

b. Non-Local Leave. Defined as domestic leave and international leave (often referred to as Off-Island leave)

5. Proponent. The point of contact is SFC Jeffrey Albert, the 65th Brigade Engineer Battalion Equal Opportunity Leader at 910-546-6772 or jeffrey.j.albert4.mil@army.mil.



JOSEPH E. OWENS
LTC, EN
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