



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

APVG-CG

21 October 2020

MEMORANDUM FOR RECORD

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

1. Reference: AR 600-60, Army Command Policy, 24 July 2020.
2. Applicability. This policy applies to all Soldiers, 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. 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 Division. 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.

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b. Command Climate Assessment (CCA). All Commanders will conduct a CCA within 60 days of assuming command, and annually thereafter 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.

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 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).

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 IAW AR 600-20, paragraphs 5-12 and 5-13.

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5. Proponent. USARHAW Equal Opportunity Office is the proponent for this policy. Questions should be directed to the USARHAW Equal Opportunity Office at 808-787-4424.

A handwritten signature in green ink, appearing to read 'J. B. Jarrard', is positioned above the printed name.

JAMES B. JARRARD  
Major General, USA  
Commanding