



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 #4 – 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, DA Civilians and Family members assigned to or present on any United States Army Hawaii (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. Soldiers, DA Civilians and Family members have a right to present a complaint if the MEO policy is violated. Attempts should be made to resolve concerns at the lowest level possible within the organization.
4. The complaint processing system addresses complaints that allege unlawful discrimination on the basis of 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. Concerns raised and/or resolved outside of the complaint processing system are considered problem resolution or leadership actions; and are not considered MEO or harassment complaints. Incidents involving allegations of criminal behavior will be reported or referred to law enforcement.
5. There are three types of complaints:
 - a. 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 (Equal Opportunity Advisors (EOAs), EO SGMs, and Program Managers) should be the primary recipients of anonymous complaints.
 - b. Informal: An informal complaint is one that a Soldier, DA Civilians, cadet, or Family member does not wish to file in writing on a DA Form 7279. Informal complaints

APVG-CG

SUBJECT: United States Army Hawaii (USARHAW) Policy Letter #4 – Military Equal Opportunity (MEO) and Harassment Complaint Procedures

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, or the MEO professional. Equal Opportunity Leaders (EOLs) and MEO Professionals are authorized to receive informal complaints. All informal complaints must be reported to the Brigade EOA.

c. 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.

d. Formal Complaint Timeline: A complainant has 60 calendar days from the date of the alleged incident to file a formal complaint. This time limit is established to set reasonable parameters for the inquiry or investigation and resolution of complaints, to include ensuring the availability of witnesses, accurate recollection of events, and timely resolution or remedial action. If a complaint is received after 60 calendar days, the commander may conduct an investigation into the allegations. Formal complaints should be resolved within 60 days whenever practical. Formal and harassment complaints are received by MEO professionals or commanders. Complaints cannot be received by EOLs.

e. Any Soldier or complainant threatened with reprisal should immediately report the circumstances of the threat or activity to the Inspector General at 808- 655-0847. It is strongly encouraged to simultaneously report such threats or acts of reprisal to the appropriate chain of command. The chain of command will ensure complainants are protected from acts or threats of reprisal for filing equal opportunity complaints.

6. 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 808-787-4424



JAMES B. JARRARD
Major General, USA
Commanding