



DEPARTMENT OF THE ARMY  
HEADQUARTERS, NATIONAL TRAINING CENTER AND FORT IRWIN  
FORT IRWIN CA 92310-5000

19 Jun 26

AFZJ-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NTC Policy #2 - Equal Opportunity Complaint Process and Procedures

1. PURPOSE: It is NTC and Fort Irwin policy to provide equal opportunity and an environment free of harassment and discrimination. This policy informs all military personnel and Family Members of their right to file equal opportunity complaints.
2. APPLICABILITY: This policy supersedes all previous NTC policies with the above subject, remains in effect until specifically rescinded or superseded, and applies to all units and personnel assigned to the National Training Center and Fort Irwin.
3. REFERENCE:
  - a. Army Regulation (AR) 600-20 (Army Command Policy), Appendix C, Equal Opportunity/Sexual Harassment Complaint Processing System, 6 November 2014.
  - b. DoDD 1020.02E, Diversity Management and Equal Opportunity in the DoD, 1 June 2018.
  - c. Army Directive 2016-35, Army Policy on Military Service of Transgender Soldiers, 7 November 2016.
  - d. Army Directive 2015-39, (Inclusion of Sexual Orientation in the Military Equal Opportunity Program), 14 October 2015.
4. POLICY: Commanders, directors, and supervisors at all levels are accountable for addressing policies, procedures, and practices that intentionally or unintentionally contribute to discrimination. Each is responsible for communicating aspects of complaint processing procedures to his/her personnel and to encourage personnel to resolve issues at the lowest level by utilizing their chain of command. If a person feels discriminated against based on race, color, religion, national origin, sex (including gender identity), or sexual orientation, do not hesitate to report the issue in accordance with Appendix D, AR 600-20, to the chain of command, the Inspector General (IG), Equal Opportunity Advisor (EOA), Staff Judge Advocate (SJA), Chaplain, or the Provost Marshal (PM).

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5. DISCUSSION: Each Complainant will have access to the IG, EOA, SJA, Chaplain, and the PM. Any person or a representative filing his/her complaint, formal or informal, will be protected from reprisal or retaliation. No Soldier or employee may take or threaten to take unfavorable personnel action or withhold a favorable personnel action in reprisal against any person.

a. An informal complaint is any complaint that a Soldier or Family Member does not wish to file in writing. When resolving an informal complaint, members of the command must ensure that the complaint is taken seriously, and is handled fairly and with sensitivity. Informal complaints may be resolved without the knowledge or direct involvement of the commander. An informal complaint is not subject to time suspense.

b. A formal complaint is any complaint that a Soldier or Family Member files in writing using Department of Army Form 7279, Equal Opportunity Complaint Form, and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of actions taken.

c. Every commander, director, and supervisor will set the example and take appropriate action to eliminate discriminatory behavior and practices that undermine teamwork and mutual respect, or create a hostile work environment.

6. PROPONENT: Point of contact for this policy is the Installation EOA at 760-380-4963



DAVID A. LESPERANCE  
Brigadier General, USA  
Commanding

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