



**DEPARTMENT OF THE ARMY**  
**JOINT BASE MYER – HENDERSON HALL**  
**204 LEE AVENUE**  
**FORT MYER, VIRGINIA 22211-1199**

AMIM-MHG-EO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum EO-3, Joint Base Commander's Equal Opportunity (EO) Complaint Procedures Policy

1. REFERENCES.

- a. AR 600-20, Army Command Policy, 24 Jul 20.
- b. DOD Directive 1020.03E, Harassment Prevention and Response in the Armed Forces, Change 1, 29 Dec 20.
- c. Marine Corps Order (MCO) P5354.1F, Marine Equal Opportunity (EO) Manual (EOM), 21 Apr 21.

2. PURPOSE. To provide guidance to all Joint Base Myer-Henderson Hall (JBM-HH) personnel on the Joint Base Commander's Equal Opportunity (EO) complaint procedures.

3. APPLICABILITY. These procedures are applicable to all civilian and military personnel assigned to and/or under the operational control of the Joint Base Myer-Henderson Hall.

4. POLICY. In accordance with guidelines set forth in AR 600-20, Chapter 6, Appendix C and MCO P5354.1D EOM, Chapter 5, members of this command have the right to present complaints alleging acts of discrimination without fear of intimidation, reprisal or harassment.

5. PROCEDURES.

a. The EO complaints processing system addresses complaints that allege unlawful discrimination or unfair treatment on the basis of race, color, religion, gender, national origin, sex (gender identity) and sexual orientation. Members of the chain-of-command will ensure the complainant; named witnesses and the subject involved in an equal opportunity complaint are protected from reprisal. All efforts should be made to resolve EO complaints at the lowest possible level within the organization.

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b. I encourage the processing of EO complaints through the chain-of- command; however, other channels are also available. Commanders will ensure military personnel and their family members are aware of alternative reporting agencies, including higher echelons in the Chain of Command, Equal Opportunity Advisors, Inspectors General, Chaplains, Provost Marshals, medical agencies, Staff Judge Advocates and Housing Referral Offices.

c. Commanders, alternative agencies and complainants will follow the procedures outlined in the service members' specific military service regulation or guidelines.

6. PROPONENT. The JBM-HH Equal Opportunity Office is the proponent for this policy letter. The point-of-contact is the Equal Opportunity Advisor at commercial 703-696-2964/8729 or DSN 426-2964/8729.

DAVID D. BOWLING  
COL, SF  
Commanding

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