



**DEPARTMENT OF THE ARMY**  
**JOINT BASE MYER - HENDERSON HALL**  
**204 ARLINGTON AVENUE.**  
**FORT MYER, VA 22211-1114**

AMIM-MHG-EO

MEMORANDUM FOR All Joint Base Myer – Henderson Hall Personnel

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum EO-2,  
Joint Base Commander's Equal Opportunity (EO) Complaint Procedures Policy

1. REFERENCES.

- a. AR 600-20, Army Command Policy, 6 February 2025.
- b. DOD Instruction 1020.03, Harassment Prevention and Response in the Armed Forces, Change 3, 17 January 2025.
- c. Marine Corps Order (MCO) 5354.1G, Marine Corps Prohibited Activities and Conduct (PAC) Prevention, 31 May 2025.

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 Military personnel assigned to and/or under the operational control of the JBM-HH.

4. POLICY. In accordance with guidelines set forth in AR 600-20, para 5-12 and 5-13, and MCO 5354. 1G, PAC, a. (5) (d), servicemembers of this command have the right to present complaints alleging acts of unlawful discrimination, hazing, bullying and discriminatory harassment without fear of intimidation, reprisal, retaliation 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 (including pregnancy) and sexual orientation. Members of the chain-of-command will ensure the complaint, named witnesses and the subject involved in an EO complaint, are protected from reprisal. All efforts should be made to resolve EO complaints at the lowest possible level within the organization.

b. I encourage the processing of EO complaints through the chain of command; however, other channels are also available for resolution efforts and initiatives.

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Commanders will ensure military personnel, and their Family members are aware of alternative agencies for resolution, including higher echelons in the chain of command, EO 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 applicable service specific regulations and guidelines.

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

KEITH P. SANDOVAL  
COL, AV  
Commanding