



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, WOODFILL HALL
FORT POLK, LOUISIANA 71459-5339

NOV 21 2022

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Readiness Training Center (JRTC) and Fort Polk Policy 6 – Military Equal Opportunity (MEO) Complaint Procedures

1. Reference. Army Regulation (AR) 600-20, Army Command Policy
2. The Military Equal Opportunity (MEO) complaint processing system addresses complaints that allege unlawful discrimination or unfair treatment on the basis of race, color, sex (to include gender identity), national origin, religion, or sexual orientation. Attempts should always be made to solve the problem at the lowest possible level within an organization.
3. Complaints of unlawful discrimination should be addressed to the JRTC and Fort Polk EO/Equal Employment Opportunity (EEO) Advisors, Inspector General, Staff Judge Advocate, Provost Marshal/Directorate of Emergency Services (DES), Criminal Investigation Division (CID) Command, medical agencies, housing referral office, chaplain, or a higher echelon in their chain of command.
4. In accordance with AR 600-20, the complainant has the option to initiate an informal, formal, or anonymous complaint as designated below:
 - a. An informal complaint is one that a Soldier, cadet, or Family member does not wish to file in writing on a DA Form 7279. Informal complaints 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 chain of command, or the MEO professional. When practical, an informal complaint should be resolved within 60 calendar days.
 - b. 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, and require documentation of the actions taken. Complainants have 60 calendar days from the date of the alleged incident in which to file a formal complaint.
 - c. An anonymous complaint is where the complainant remains unidentified and may be handled as either an informal or a formal complaint and entered in MEO database as such.

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The commander will determine if sufficient information is provided to proceed as either an informal or formal complaint.

5. It is the policy of the United States Army that all Soldiers, Family members, and DA Civilians have the right to the following:

a. Present a complaint to the command without fear of intimidation, reprisal, or harassment.

b. Communicate with the commander concerning their complaints.

c. Receive assistance when submitting a complaint.

d. Receive training on the Army's EO complaint and appeals process.

6. Commanders and agencies involved in the complaint processing system will maintain the strictest level of confidentiality when handling all EO complaints.

7. Individuals are responsible for advising the command of the specifics of unlawful discrimination complaints and providing the command an opportunity to take appropriate action to rectify/resolve the issue.

8. I expect leaders at every level to be committed to providing an environment free of unlawful discrimination, and to handle complaints against such matters in a swift, fair, and effective manner.

9. The JRTC and Fort Polk MEO Office will process complaints IAW the timelines established in AR 600-20 and with the additional provisions outlined in the attached enclosure.

10. Proponent. The point of contact for this policy is the Installation Equal Opportunity Advisor at (337) 531-1911.

11. This policy will remain in effect until superseded or rescinded.



DAVID W. GARDNER
Brigadier General, USA
Commanding

Encl
Additional Complaint Procedures

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Additional Complaint Procedures



- The Military Equal Opportunity (MEO) team will provide the actioning commander with a “Commanders Briefing and Acknowledgement” memo which specifies regulatory timelines
- The Office of the Staff Judge Advocate will include specific language in Investigation Officer (IO) appointment memoranda directing the IO to provide the investigation packet directly to the MEO team immediately upon completion
- Both the Equal Opportunity Advisor (EOA) and Staff Judge Advocate (SJA) will meet with the Commanding General (CG) during the weekly legal brief to review/action complaints when applicable; the EOA will meet with the CG without the SJA as needed in order to maintain regulatory compliance