



Fort McCoy EO Office



Garrison Equal Opportunity Advisor

MSG Ana R. Guzman

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Office: (608)388-6335

EO Helpline: (608)633-9947

Located in BLDG 1145





Equal Opportunity (EO) complaint process



Formal Military Equal Opportunity (MEO) & Harassment Complaint Process

Complainants have **60 calendar days** from the date of the alleged incident to file a formal complaint on DA Form 7279. Complaints made after **60 calendar days** of the incident may be pursued at the Commander's discretion. This time limit is established to set reasonable standards for an inquiry or 15-6 investigation (if applicable).

If You Are The Complainant or Victim

Contact the Fort McCoy Equal Opportunity Helpline to clarify whether an incident or behavior qualifies as discrimination.

EO Helpline:
608-388-6335 / 608-633-9947
 or the Army Reserve
 Command EO hot line @ 1-855-434-0986

Available Supporting Services/Alternate Dispute Resolution



Inspector General



Staff Judge Advocate



Chaplain Office



Victim Assistance



Medical Agency



MPs or CID



Family Advocacy

Events & Mandatory Timelines per AR 600-20

AGR

3-5 DAYS

30 DAYS

30-60 DAYS

7 DAYS

30 DAYS

Formal complaints must be referred to the subject's commanders within **3 calendar days** and acted upon within **5 calendar days**. Commanders will forward all formal complaints to the SPCMCA (Brigade) when processed at Battalion or Company and forward all formal complaints to the GCMCA (Division) when processed at Brigade level.

Except those filed with the IG, the commander has **30 calendar days (3 MUTA-4 (90 days) for USAR)** to complete the inquiry or appoint an IO to complete the 15-6 investigation and discuss the outcome and results with the complainant. The commander will establish and implement a reprisal plan and provide a progress report to the complainant, subject, the SPCMA and/or the GCMCA every **14 days (next MUTA-4 and every MUTA-4 thereafter for USAR)** until the investigation is complete.

If, due to extenuating circumstances, it becomes impossible to conduct a complete investigation within the **30 calendar days** allowed or **3 MUTA-4 (90 days) for USAR**, that commander may obtain an extension in writing from the next higher commander for usually not more than **30 calendar days (3 MUTA-4 (90 days)) for USAR**.

Note. The Brigade MEO Advisor review and Legal review must be completed and attached to the inquiry and/or investigative packet within the timeframe above as well.

If the complainant or subject perceive the investigation failed to reveal all relevant facts to substantiated the allegations, they must submit their appeals within **7 calendar days (next MUTA-4 (30 Days) for USAR)** following notification of the results of the investigation and acknowledgement of the actions to resolve the complaint and/or within **7 calendar days (next MUTA-4 for USAR)** of the first appeal results and notification. The final appellate authority (GCMCA) decision is final.

Follow-up activities will be annotated on DA Form 7279-1, and provided to the commander no later than **5 days (next MUTA-4 for USAR)** after completion of follow assessment, **not to exceed 30 days (2 MUTA-4 (60 days) for USAR)** after the commander's final decision on the complaint.

USAR

3-5 DAYS

3 M-4s

3-6 M-4s

Next M-4

2 M-4s



Formal MEO & Harassment Complaint Process



Before you file a formal complaint

- ✓ **Be sure your complaint is MEO related.** (*Race, Color, Religion, Sex [to include gender identity and pregnancy], National Origin, Sexual Orientation, hazing, bullying, or other discriminatory harassment IAW AR 600-20 dated 24 Jul 2020.*) Reprisal is reported to the IG.
- ✓ **Consider attempting to resolve the issue using the informal complaint process first (personal attempts, third party (EO Leader), or the chain of command). What's the issue, why is it an issue & what's the remedy? While the complainant (victim) is not required to confront the harasser; it is encouraged to do so professionally.**
- ✓ **If you cannot resolve the issue (*harassment*) personally with the harasser, contact your unit EOL who are trained to assist.**
- ✓ **Did you give your chain of command an opportunity to resolve the issues?** (*Soldiers have the right to use the Commander's Open Door Policy or seek the assistance from the senior enlisted (1SG or CSM).* **Do you know your commander's Open Door Process?**)

Note. We encourage Soldiers to give their commanders the opportunity to address their concerns at the lowest level possible.

- ✓ **Keep in mind MEO is the commander's program.** Your Brigade EO Advisor will assist you through the formal complaint process and will provide commanders with recommendations to seek resolution.
- ✓ **Be honest and don't provide misleading information.** (*IAW AR 600-20, Ch. 6-6, "Knowingly submitting a false complaint (a complaint containing information or allegations that the complainant or witnesses knew to be false) may be punishable under the UCMJ."*).



Whistleblowing

A "whistleblower" discloses information he or she reasonably believes evidences:

- A violation of any law, rule or regulation
 - Gross mismanagement
 - A gross waste of funds
 - An abuse of authority
 - A substantial and specific danger to public health
 - A substantial and specific danger to public safety
-

The Office of Special Counsel (OSC) provides a secure channel through which current and former federal employees and applicants for federal employment may make confidential disclosures. OSC evaluates the disclosures to determine whether there is a substantial likelihood that one of the categories listed above has been disclosed. If such a determination is made, OSC has the authority to require the head of the agency to investigate the matter.

To make a disclosure contact:

**U.S. OFFICE OF SPECIAL COUNSEL
1730 M STREET, N.W., SUITE 218
WASHINGTON, DC 20036-4505**

PHONE: (202) 254-3640* TOLL FREE: 1-800-572-2249*

***Hearing and Speech Disabled: Federal Relay Service 1-800-877-8339**

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