



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON  
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FORT GEORGE G. MEADE, MARYLAND 20755-5000

IMME-EO

OCT 11 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 8, Equal Opportunity Complaint System

1. REFERENCE. Army Regulation 600-20, (Army Command Policy, 6 November 2014)

2. It is the Department of the Army policy that every Soldier and Family be provided equal opportunity (EO) and fair treatment without regard to race, color, religion, national origin, sex (gender identity) or sexual orientation. They should also expect to live and work in an environment free from bullying, hazing, and sexual harassment. As the Garrison Commander, I will not tolerate or condone discrimination or sexual harassment. Each subordinate level commander will additionally publish their own policy supporting the Army's Equal Opportunity complaint process. If this policy is violated, Soldiers and their Families have a right to:

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

b. Communicate with the Commander concerning their complaints.

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

3. Individual who have experienced or witnessed bullying, hazing, and sexual harassment should:

a. When possible, attempt to resolve a complaint at the lowest level by first informing the alleged offender that the behavior must stop.

b. Use the chain of command to address issues. However, if necessary, individuals are free to address complaints to any level of the chain of command, a member of Congress; an Inspector General; a member of a DoD audit, inspection or investigation team; a law enforcement organization; or any other person or organization appropriate to receive such concerns.

4. To enter the complaint processing system, a Soldier or Family Member should decide between an informal or formal complaint as described below:

a. Informal Complaint:

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(1) Defined as a complaint that a Soldier or Family Member does not wish to file in writing. This type of complaint is normally resolved at the lowest level by the Soldier or Family Member, another unit member or a person in the complainant's chain of command. An informal complaint is not subject to time suspense.

(2) While not governed by the timeline of a formal complaint, these complaints will be addressed in the most expedient manner with the intent to attain resolution.

(3) In some informal complaints, the person or agency receiving the complaint may be able to resolve the issue while maintaining the confidentiality of the complainant, as in the case of the chaplain or a lawyer. While maintenance of confidentiality should be attempted, it will neither be guaranteed nor promised to the complainant by agencies other than the chaplain or a lawyer.

b. Formal Complaint:

(1) Defined as a sworn statement in writing on a DA Form 7279-R (Equal Opportunity Complaint Form). This type of complaint is subject to time suspense and is reportable.

(2) Should be filed within 60 calendar days from the date of the alleged Incident. If a complaint is received after 60 calendar days, commanders may still conduct an investigation. This decision will depend on reasons for delay, the availability of witnesses, and whether a full and fair investigation can be conducted.

(3) Appealable by the complainant if the decision is not resolved or complainant perceives the investigation failed to reveal all relevant facts to substantiate the allegations, or that the actions taken by the command on his or her behalf were insufficient to resolve the complaint. The complainant has the right to appeal to the next higher level commander.

(4) A follow-up assessment will be conducted by the Equal Opportunity Advisor 30-45 days following the final decision rendered on the complaint.

5. Individuals are encouraged to process Equal Opportunity complaints through the chain of command; however, below are alternate channels which individuals may use to resolve their complaint:

- a. Higher echelon in the chain of command
- b. Equal Opportunity Advisor

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- c. Inspector General
- d. Chaplain
- e. Provost Marshal/ Criminal Investigation (CID)
- f. Medical agencies
- g. Staff Judge Advocate
- h. Housing Referral Office

6. I strongly encourage each member of our community to fully support our Equal Opportunity Program. You may contact our Installation Equal Opportunity Advisor for additional information and proper procedures for lodging a complaint at (301) 677-6687.



ERIC C. SPRAGG  
COL, MI  
Commanding

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