

#### **DEPARTMENT OF THE ARMY**

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

AFZX-CG

11 Jun 25

#### MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Readiness Training Center (JRTC) and Fort Polk Policy 4 – Military Equal Opportunity Responsibility Guidelines and Complaint Procedures

- 1. Reference, Army Regulation (AR) 600-20, Army Command Policy
- 2. Purpose. To establish procedures and responsibilities for the conduct of the Military Equal Opportunity (MEO) Program and complaint reporting procedures for all units on the installation.
- 3. Scope. This policy will clarify the reporting procedures and define the responsibilities of the JRTC and Fort Polk Commander to tenant unit commanders with respect to the individual unit equal opportunity programs and the processing of equal opportunity complaints.
- 4. 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
- 5. In order to maintain good order and discipline, all formal equal opportunity complaints originating in units for which the installation commander exercises general court martial convening authority (GCMCA) will be filed with the Fort Polk Equal Opportunity Office. For tenant units which the installation commander does not retain GCMCA, all formal complaints will be filed with the Fort Polk EO office pursuant to any existing memorandums of understanding with those units.
- 6. 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.

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- 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. The commander will determine if sufficient information is provided to proceed as either an informal or formal complaint.
- 7. Unit commanders maintain the authority to process informal complaints.
- 8. Responsibilities.
  - a. JRTC and Fort Polk Equal Opportunity Office:
- (1) Provide all tenant major subordinate commanders and equal opportunity leaders support in developing and maintaining an equal opportunity program to foster good order and discipline.
- (2) Serve as the equal opportunity advisor for all units on JRTC and Fort Polk who do not have a resident equal opportunity advisor assigned.
- (3) Report any formal complaints to the Commander of the JRTC and Fort Polk within 72 hours of receipt of the complaint.
- (4) Inform and coordinate with appropriate parent commands regarding equal opportunity complaints.
  - (5) Provide administrative support and guidance as needed.
- (6) Process complaints IAW the timelines established in AR 600-20 and with the additional provisions outlined in the attached enclosure.
  - b. Major Subordinate Commanders:
- (1) Ensure unit commanders/equal opportunity leaders coordinate with the Fort Polk Equal Opportunity Office to process formal EO complaints.
- (2) Commanders are responsible for informing their parent commands of all equal opportunity actions.

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- (3) Provide copies of completed formal EO complaints and supporting documents to the Fort Polk Equal Opportunity Office and parent unit.
  - c. Major Subordinate Command Equal Opportunity Leaders:
- (1) Provide technical and administrative support in processing equal opportunity complaints from subordinate and partner units.
- (2) Coordinate with the Fort Polk Equal Opportunity Office for all formal equal opportunity complaints.
- (3) Report all informal complaints to the Fort Polk Equal Opportunity Office for record keeping and tracking through memorandum of record.
- (4) Attend quarterly equal opportunity leaders meeting at the Fort Polk Equal Opportunity Office.
  - (5) Report all training to the parent unit.
  - (6) Maintain EO boards at all levels of command.
  - (7) Assist and support in the Fort Polk Observance Program.
- 9. This policy will remain in effect until superseded or rescinded.
- 10. The point of contact for this policy is the Installation Equal Opportunity Advisor at (337) 531-1911.

Encl

Complaint Procedures

ASON A. CURL

Brigadier General, USA

Commanding

**DISTRIBUTION:** 

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# **JRTC & FORT POLK EQUAL OPPORTUNITY**



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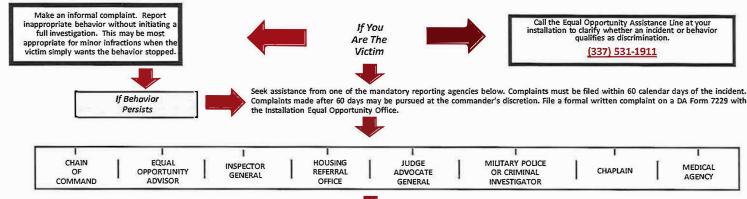
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## **EQUAL OPPORTUNITY COMPLAINT PROCESS**







Complaints, except those filed with the I.G., must be referred to the appropriate commander within 3 calendar days. Complaints filed with an agency against a member of the Chain of Command will be referred to the next higher commander in the chain. All formal complaints will be reported within 5 calendar days to the first General Courts-Martial Convening Authority (GCMCA) in the Chain of Command.





The commander or the investigating officer appointed by the commander has 30 calendar days to investigate the allegations. The commander will attempt to meet with the victim and the subject(s) of the complaint to discuss the outcome and results and will at a minimum, provide written feedback. A 30-day extension not to exceed 60 days may be granted from the next higher commander if circumstances require it. Further extensions can be approved only by the first General Officer in the Chain of Command. Complainants and subject(s) of the Investigation must be notified of extensions.





The complainant and/or subject(s) of the complaint have 30 calendar days to appeal to the next higher commander if he or she is dissatisfied with the investigation process. That commander has 3 days to refer to appellate authority. Appellate authority has 14 calendar days to act on the appeal and provide written feedback on the results. Final decisions on complaints/appeals not resolved at brigade level rest with the General Courts-Martial Convening Authority.





30 days after final decision of the formal complaint (substantiated and unsubstantiated), an assessment is conducted by the Equal Opportunity Advisor to determine the effectiveness of any corrective actions taken and to detect and deter any incidents of reprisal. Reports and recommendations are submitted to the Commander on a DA Form 7279-1-R NLT 30 days following final decisions made on complaints.