



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


JASON A. CURL
Brigadier General, USA
Commanding

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A+

JRTC & FORT POLK EQUAL OPPORTUNITY



SFC Roderick Thornton

EO Advisor

Installation

337-353-5633



SFC Sixto Verdaguer

EO Advisor

Installation

337-353-7640



SFC Alan, Walthall

EO Advisor

3/10 IN BDE

337-718-7500



SFC Demario Davis

EO Advisor

3/10 IN BDE

337-718-8794

EQUAL OPPORTUNITY COMPLAINT PROCESS

