



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
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AMIM-RPG-ZA

11 July 2024

MEMORANDUM FOR All Personnel Assigned or Attached to United States Army Garrison Rheinland-Pfalz (USAG RP) to include subordinate units.

SUBJECT: USAG RP Command Policy #5, Processing Equal Opportunity Complaints

1. References

- a. Department of Defense Directive (DoDD) 1020.02E, 8 June 2015, Diversity Management and Equal Opportunity in the DoD.
 - b. Army Regulation (AR) 600-20 Army Command Policy, 24 July 2020.
 - c. AR 15-6, Procedures for Administrative Investigations and Boards of Officers, 1 April 2016
2. Purpose: To notify all USAG RP Soldiers and leaders of the MEO complaint procedure.
3. Applicability: This policy memorandum applies to all Soldiers, Civilians, and Family members assigned or attached to USAG RP.
4. A successful organization must have a robust and effective Military Equal Opportunity (MEO) program. For our MEO program to be effective, commanders must promptly investigate all complaints of alleged unlawful discrimination on the basis of race, color, sex (to include gender identity), national origin, religion, or sexual orientation and harassment, which includes hazing, bullying, and other discriminatory harassment to ensure compliance with AR 600-20, appendix D.
5. Leaders should always try to resolve allegations of discrimination at the lowest level possible in the chain of command. If this is not possible, Soldiers, Civilians, and Family members should immediately report the alleged discrimination to their chains of command and or MEO office. Concerns raised and/or resolved outside of the complaint processing system are considered problem resolution or leadership actions; and are not considered MEO or harassment complaints. Incidents involving allegations of criminal behavior (that is, violations of UCMJ) will be reported or referred to law enforcement.
6. Commanders who receive a complaint will adhere to the established investigative timelines and reporting procedures as follows:
- a. Anonymous complaint. Complaint where the complainant remains unidentified.
 - (1) The commander will determine if sufficient information is provided to proceed with either formal or informal complaint. Actions taken depend on sufficient information to permit the initiation of an investigation. If there is insufficient information, information will be documented in

a Memorandum for Record and maintained filed IAW disposition instructions and central point of contact for processing discrimination and harassment complaints.

b. Informal complaint. Soldier 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.

(1) Commander will receive informal complaint within 3 calendar days of complaint receipt.

(2) Commander may choose to resolve the situation through commander's inquiry and or AR 15-6.

c. Formal complaint. Complaint that is filed in writing using a DA Form 7279 and swears to the accuracy of the information and are subject to timelines.

(1) Commanders will initiate an investigation within 5 calendar days of receiving the complaint, either personally or by appointing an investigating officer in accordance with AR 15-6.

(2) The Investigating Officer (IO) will have 30 calendar days to conduct the investigation and submit to the servicing Staff Judge Advocate for legal sufficiency review.

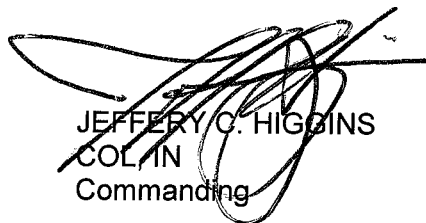
(3) The Staff Judge Advocate will have 14 calendar days to determine legal sufficiency.

(4) Once complete the IO will submit the investigation to the command for final disposition.

(5) If extenuating circumstances make it impossible to conduct and complete an investigation within 30 calendar days, the commander may request an extension of no more than 30 calendar days from the next higher commander.

7. I fully support the MEO program and expect our leaders at all levels to support it as well.

8. The point of contact for this memorandum is the undersigned.


JEFFERY C. HIGGINS
COL/IN
Commanding