



DEPARTMENT OF THE ARMY
U.S. ARMY MANUEVER SUPPORT CENTER OF EXCELLENCE
14000 MSCOE LOOP, SUITE 316
FORT LEONARD WOOD, MO 65473-8300

ATZT-EO (600-20a2)

19 MAY 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy 3, Military Equal Opportunity (MEO) and Complaint Procedures

1. REFERENCES:

- a. Department of Defense Directive 1020.02E (Diversity Management and Equal Opportunity in the DoD), 8 June 2015, incorporating Change 2, 1 June 2018.
- 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.
- d. TRADOC Policy Letter 4 (Military Equal Opportunity (MEO), Sexual harassment/Assault Response and Prevention (SHARP) Program, and Treatment of Persons), 14 September 2022.

2. This policy establishes MEO guidance and standards along with complaint procedures for the Maneuver Support Center of Excellence (MSCoE), Fort Leonard Wood (FLW), and applies to all Service members, permanently or temporarily assigned, attached, with duty, or present on Fort Leonard Wood.

3. I support and am committed to the concepts, policies, and objectives of the Army's MEO Program and consider diversity and inclusion in today's Army of vital importance in the ever-changing Nation we serve. I expect all MSCoE leaders to ensure a workplace for our Soldiers, Civilians and Family members that is free from harassment and unlawful discrimination on the basis of race, color, religion, sex (to include pregnancy and gender identity), national origin, or sexual orientation. This includes, but is not limited to, text messages, email, internet domains, social media, blogs, and any other virtual or electronic medium. I hold all leaders responsible for ensuring all Service members, their Families and DA Civilians, living or working on the installation are treated with dignity and respect. Successful mission accomplishment is dependent upon an environment where diversity is respected, policies and procedures are transparent, inclusion is practiced, and all team members are treated with dignity and respect. Commanders, leaders, and supervisors should encourage Service members to first use their chain of command to resolve their concerns and complaints. In the event a Service

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member or Family member wishes to file a MEO complaint, procedures for doing so are attached (Encl 1).

4. The Army is a values-based organization where everyone is expected to do what is right by treating all person as they should be treated. Hazing, bullying, discriminatory harassment, and other behaviors that undermine dignity and respect are fundamentally in opposition to our values and are prohibited. This command is committed to preventing and eliminating hazing, bullying, discriminatory harassment, and any other behaviors that fail to treat others with dignity and respect and will not tolerate violations of this policy on or off post. Commanders and directors at all levels are responsible for eliminating these behaviors within their organization.

a. Victims of bullying, hazing, discriminatory harassment, behaviors that fail to treat others with dignity and respect are encouraged to report incidents to their chain of command or unit MEO Professional. Reported incidents of hazing, bullying, discriminatory harassment, and a failure to treat with dignity and respect may be investigated in accordance with the procedures set forth in AR 15-6.

b. Commanders, leaders, and supervisors should encourage Soldiers to use their chain of command if they have been the subject of unlawful discrimination or harassment. Leadership will ensure that anyone who files or seeks to file a MEO complaint is protected from acts or threats of reprisal or retaliation. The MSCoE MEO team is always available for assistance. The MEO Office will refer all civilian cases to the Equal Employment Opportunity (EEO) office for processing.

5. Inter-Service compliant procedures. In the event of a complaint involving inter-service personnel, the complaint will be processed under the complaint procedures of the alleged offender's branch of service.

6. Army Heritage Month. The purpose of the Army Heritage Month is to promote the Army values, foster a culture of equity and inclusion in the Army, recognize diversity within the Army total force as a strength and force multiplier, promote unit cohesion, teamwork, and Esprit de Corps, and recognize and celebrate the Army's heritage and birthday during the month of June. All personnel on the installation desiring to participate in the Army Heritage Month Activities will be given a reasonable opportunity to do so.

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7. Military Equal Opportunity and Harassment 24 Hour Hotline. The MEO and Harassment local hotline provides 24/7 information on MEO and Harassment policies and procedures about how and where to file complaints and the behaviors that constitute discrimination and harassment. The hotline is an additional avenue for Soldiers to anonymously report violations of MEO and Harassment. The local hotline number is (573) 528-0056 and will be maintained at the installation level.

8. This policy letter supersedes memorandum, HQ MSCoE, ATZT-EO, 21 April 2021, subject as above, and is effective until superseded or rescinded.

9. The MSCoE MEO Office is the proponent for this policy at (573) 596-0601.

Encl



CHRISTOPER G. BECK
Major General, USA
Commanding

DISTRUBUTION:

All Schools, Brigades, Battalions,
Companies, Detachments, Tenant Units
Directorates, General and Personal Staff Offices

MSCoE Procedures for Processing MEO Complaints

1. An informal MEO complaint is a complaint that a Soldier or Soldier's Family member does not wish to file in writing. Informal MEO complaints can be resolved directly by the individual with the help of another unit member, the MEO Professional, commander, or other individuals in the complainant's chain of command. Unlike a formal MEO complaint, informal MEO complaints are not subject to a set timeline.
2. Formal MEO complaints are MEO complaints filed in writing. They are sworn to by the complainant as to the accuracy of the information. Formal MEO complaints are filed with the organization or unit MEO Professional. Formal MEO complaints follow specific procedures, are subject to regulatory timelines, and must include documentation of the actions taken. An individual files a formal MEO complaint using a DA Form 7279 (Equal Opportunity and Harassment Complaint Form).
3. Should a Soldier or Family member wish to initiate a formal MEO complaint, they have 60 calendar days from the date of the alleged incident to file the formal complaint. This time limit is established to allow for a prompt inquiry or investigation that ensures reasonable availability of witnesses, accurate recollection of specific events, and preservation of evidence relevant to the complaint and allegations. If a formal complaint is received more than 60 calendar days after the alleged incident, the commander may, at his or her discretion, still conduct an investigation into the allegations. In deciding whether to conduct an investigation, the commander should consider the reason for the delay, the availability of witnesses, and whether a full and fair inquiry or investigation can still be conducted.
4. Should the complainant feel uncomfortable in filing a MEO complaint with his/her unit chain of command, or should the complaint be against a member of that chain of command, a number of alternative agencies exist that may assist in resolving the potential complainant's concerns. Each of the agencies listed below provide expertise in very specific subject areas that may alleviate the need for initiating a formal EO complaint. Commanders will not preclude Soldiers from using other options in accordance with the procedures inherent to or established by each agency. Other Army resources available to Soldiers and their Family member include:
 - Someone in a higher echelon of the complainant's chain of command
 - The Office of the Inspector General
 - The Office of the Provost Marshal
 - The Office of the Staff Judge Advocate
 - The command or installation chaplain
 - Medical agency personnel
 - Chief, Community Housing Referral and Relocation Services Office
5. As a reminder, Soldiers who knowingly submit a false MEO complaint (a complaint containing information or allegations that the complainant knew to be false) may face adverse administrative action or be punished under the Uniform Code of Military Justice (UCMJ), or both.

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