



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON YONGSAN-CASEY
UNIT #15333
APO AP 96205-5333

AMIM-YNG-ZA

29 May 2024

UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER # 6

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Military Equal Opportunity (MEO) Complaint Procedures

1. Reference: AR 600-20, Army Command Policy, 24 July 2020.
2. It is the policy of the Army and the United States Army Garrison Yongsan-Casey to provide an environment free of discrimination and to ensure fair treatment for all persons based solely on merit, fitness, and potential in support of readiness. The goal of the EO program is to create and sustain effective units by eliminating discriminatory behaviors or practices that undermine teamwork, mutual respect, loyalty, and shared sacrifice of the men and women of the Army. Soldiers and Family members have a right to present a complaint if the EO policy is violated. Attempts should be made to resolve concerns at the lowest level possible within the organization.
3. The complaint processing system addresses complaints that allege 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. 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.
4. There are three types of complaints:
 - a. Anonymous: Complaints where the complainant remains unidentified 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.
 - b. Informal: 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.

AMIM-YNG-ZA

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c. Formal: 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 Soldiers have 60 calendar days from the date of the alleged incident in which to file a formal complaint. This time limit is established to set reasonable parameters for the inquiry or investigation and resolution of complaints, to include ensuring the availability of witnesses, accurate recollection of events, and timely resolution or remedial action. If a complaint is received after 60 calendar days, the commander may conduct an investigation into the allegations or appoint an investigating officer.

5. This policy supersedes the United States Army Garrison Yongsan-Casey Command Policy #10, Equal Opportunity Complaint Procedures and Protection against Reprisal, dated 22 May 2022.

6. The point of contact for this policy is the United States Army Garrison Yongsan-Casey Equal Opportunity Office and the lead agency for assistance with filing MEO complaints at 010-4481-3771.

A handwritten signature in black ink, appearing to read 'E. Cho', with a stylized flourish at the end.

EDWARD H. CHO
COL, LG
Commanding