



**DEPARTMENT OF THE ARMY**  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
320 MANSCEN LOOP STE 316  
FORT LEONARD WOOD, MISSOURI 65473-8929

07 AUG 2002

ATZT-EOP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #4-02, Equal Opportunity Complaint Procedures

1. REFERENCES:

- a. AR 600-20, 15 Jul 99, Army Command Policy.
- b. AR 690-600, 18 Sep 89, Equal Employment Opportunity discrimination Complaints, and Interim Change to AR 690-600, 25 Mar 93.

2. PURPOSE. To establish policy and procedures for equal opportunity complaint procedures.

3. GENERAL.

a. All individuals who reside on or are employed on Fort Leonard Wood, who believe that they have been subjected to harassment or discriminatory practices from a co-worker, supervisor, manager, service member, customer, or vendor, have the right to file a complaint. The individual with the complaint can report the conduct to his/her chain of command or unit equal opportunity representative.

b. While service members and civilian employees are encouraged to report violations of equal opportunity policies and regulations to their chain of command first, they are not required to do so. They may instead contact other agencies or offices listed below:

- (1) Equal Opportunity Office
- (2) Equal Employment Opportunity Office
- (3) Inspector General's Office
- (4) Staff Judge Advocate's Office
- (5) Chaplain's Office
- (6) Housing Division, Department of Public Works
- (7) Medical Facilities
- (8) Military Police/Criminal Investigation Division

4. POLICY/PROCEDURES.

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a. Commander responsibilities:

(1) Ensure that all equal opportunity and sexual harassment complaints are handled in accordance with AR 600-20, Appendix E, complaint procedures.

(2) All formal complaints will be reported within 72 hours to the first General Courts-Martial Convening Authority (GCMCA) in the chain of command. Additionally, the commander will provide a progress report to the GCMCA authority 20 days after the date on which the investigation commenced and 14 days thereafter until complete.

(3) As a minimum ensure that all parties involved with the complaint receive counseling on how their actions have affected other individuals within the command or installation.

(4) Establish and implement a written plan to protect the complainant, alleged perpetrator and named witness from incidents of reprisal in the form of intimidation, harassment or threats.

b. Individual responsibilities:

(1) Attempt to resolve a complaint by first informing the alleged offender that the behavior must stop.

(2) Advise the commander, supervisor, or manager of the specifics of the discrimination or sexual harassment, and afford them the opportunity to resolve the issue.

(3) Submit only legitimate complaints and exercise caution against unfounded or reckless charges.

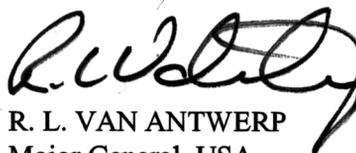
c. Interservice complaint procedures:

(1) In the event of a complaint involving interservice personnel, the complaint will be processed under the complaint procedures of the alleged offender's branch of service.

(2) Use installation Equal Opportunity Advisors to assist in this complaint process.

5. SUPERSESION. This policy supersedes the previous command policy #4-01, subject as above, dated 16 May 2001.

6. PROPONENCY. The proponent of this command policy is the Directorate of Equal Opportunity Programs, 6-0602.



R. L. VAN ANTWERP  
Major General, USA  
Commanding

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