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

REPLY TO ATTENTION OF

ATZT-CG

1 0 MAY 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy 10.1, Equal Opportunity (EO) Complaint Procedures

1. REFERENCE. AR 600-20, Army Command Policy, Rapid Action Revision (RAR) 002, Issue Date: 30 November 2009.

2. GENERAL.

a. This memorandum establishes the policies and procedures for EO complaints.

b. 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 coworker, 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, unit EO leaders, or brigade equal opportunity advisor (EOA).

c. While Service members and Family members are encouraged to report violations of EO 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) EO Office.

(2) EEO 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.

3. POLICIES AND PROCEDURES.

a. Commander responsibilities.

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

(2) Ensure that their Soldiers have been informed that they have 60 calendar days from the date of the alleged incident in which to file a formal complaint. This timeline is established to set reasonable parameters for the inquiry or investigation and resolution of complaints, to include availability of witnesses, accurate recollection of events, and timely remedial action.

(3) Ensure that their Soldiers have been informed that they should file their complaint with the commander at the lowest echelon of command at which the complainant may be assured of receiving a thorough, expeditious, and unbiased investigation of the allegations.

(4) Ensure that all formal complaints are reported within 3 calendar days (72 hours) to the first General Courts-Martial Convening Authority (GCMCA) in the chain of command. This timeline starts when the commander has received the formal complaint. Additionally, the commander will provide a progress report to the GCMCA authority 21 days after the date on which the investigation commenced and 14 days thereafter until complete.

(5) 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.

(6) 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. Inter-Service complaint procedures.

(1) 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.

(2) Use installation EOAs to assist in this complaint process.

4. SUPERSESSION. This policy supersedes CP 10.1, 15 September 2009, and is effective until superseded or revoked.

5. PROPONENCY. The proponent for the EO complaint procedures is the Maneuver Support Center of Excellence (MSCoE) EO Office, (573) 596-0601.

DAVID E. QUANTOCK
Major General, USA
Commanding

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