



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

ATZT-CG

20 JAN 2016

MEMORANDUM FOR SEE DISTRIBUTION

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

1. REFERENCE. AR 600-20 (Army Command Policy), 6 November 2014.

2. GENERAL.

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

b. Service Members and Family Members who reside on or are employed on Fort Leonard Wood, who believe 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). Civilian complaints of discrimination or harassment will be referred to the Equal Employment Opportunity (EEO) Office.

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.

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(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 C, Equal Opportunity/Sexual Harassment Complaint Processing System.

(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.

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(2) The EOA will establish liaison with the inter-Service Branch EOA to assist in the process. Installation EOA's will provide coordination to assist.

4. SUPERSESSION. This policy supersedes memorandum, HQ MSCoE, ATZT-CG, 9 June 2014, subject: same as above and is effective until superseded or revoked.

5. PROPONENT. The proponent for this policy is the Maneuver Support Center of Excellence (MSCoE) EO Office, (573) 596-0601.



KENT D. SAVRE
Major General, USA
Commanding

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