



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY CYBER CENTER OF EXCELLENCE
AND FORT GORDON
506 CHAMBERLAIN AVENUE
FORT GORDON GEORGIA 30905-5735

ATZH-CG

30 October 2015

MEMORANDUM FOR ALL MILITARY AND CIVILIAN PERSONNEL

SUBJECT: Commanding General's Policy Memorandum No. 3 – Equal Opportunity (EO)/Sexual Harassment Complaint Procedures

1. REFERENCES:

- a. AR 600-20, Army Command Policy, Chapter 6-9
- b. DA Poster 600-4, March 2007
- c. DA Form 7279

2. Every military member, Family member and Civilian has the right to receive equal opportunity and fair treatment regardless of their race, religion, gender, color, sexual orientation or national origin and to serve in a workplace that is free from sexual harassment. Commanders, managers, and supervisors at all levels are responsible for ensuring the fair treatment of all military members, their family members and civilians. We must never allow or tolerate sexual harassment or discrimination based on race, color, gender, national origin, or religious preference.

3. Individuals are encouraged to use their chain of command for redress of grievances. However, depending on the nature and severity of the complaint, other avenues are available to enter the complaint process: Commanders will not preclude anyone from using; Someone in a higher echelon of the complainant's chain of command, Inspector General, Chaplain, Provost marshal, Medical agency personnel, Staff judge advocate or the Chief, Community Housing Referral and Relocation Services Office.

4. Individuals may choose to file either a formal or informal complaint. Regardless of the type of complaint, the agency receiving the complaint will tell the complainant what role the agency has and what will be done with the complaint while assisting in helping resolve the complaint at the lowest possible level. All military EO/Sexual Harassment complaints will be processed IAW the attached **DA COMPLAINT PROCESS**

POSTER 600-4, dated March 2007 or sister service guidelines on a case by case basis. Those complaints involving civilian complainants will be processed IAW EEO guidelines.

a. **Military Informal Complaint:** IAW AR 600-20, Appendix C-1a (1) an informal complaint is any complaint that a Military member or Family member does not wish to file in writing. Informal complaints may be resolved directly by the individual, with the help of another

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unit member, the commander or other person in the complainant's chain of command. Typically, those issues that can be taken care of informally can be resolved through discussion, problem identification, and clarification of the issues. An informal complaint is not subject to time suspense. Those complaints resolved through commander's inquiry and/or AR 15-6 investigating officer will be annotated in the Equal Opportunity Reporting System. It is recommended that anyone working on the resolution of informal complaints should prepare a memorandum of record. The memorandum of record should include information indicating nature of complaint and identifying pertinent information to assist in the identification of unit's command climate.

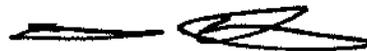
b. Military Formal complaint: IAW AR 600-20, Appendix C-1b (1) a formal complaint is one that a complainant files in writing and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken. (2) An individual files a formal complaint using a DA Form 7279 (Equal Opportunity Complaint Form). For EO complaints, the complainant will also state the EO basis of the complaint (for example, unlawful discrimination based upon race, color, religion, gender, or national origin. Complainant will be advised of the importance of describing the incident(s) in as much detail as possible to assist in the investigative process).

5. All members of this command will be protected from reprisal or retaliation for filing complaints. No employee or military member may take or threaten to take an unfavorable personnel action, or to withhold or threaten to withhold a favorable action, in reprisal against any person for filing a complaint. Should a person be threatened with reprisal, or should an act of reprisal occur, it must be reported to the DoD IG. If the allegation is made known to any agency authorized to receive complaints, the agency should refer the complaint to the DoD IG. The DoD IG Hotline number is (800) 424-9098 or DSN 664-8799 and may be used to report threats or acts of reprisal. It is strongly encouraged to simultaneously report such threats or acts to the appropriate chain of command.

6. This policy letter is effective until superseded or rescinded.

7. The point of contact for this memorandum is the Cyber Center of Excellence EO Office, (706) 791-2014, DSN: 780-2014.

Encl:
Military Complaint Process Poster



STEPHEN G. FOGARTY
Major General, USA
Commanding