



REPLY TO
ATTENTION OF:

EACG

DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH UNITED STATES ARMY
UNIT #15236
APO AP 96205-0009

08 JAN 2007

MEMORANDUM FOR All Eighth United States Army Assigned Soldiers and Civilians

SUBJECT: Eighth United States Army Command Policy #4 – Equal Opportunity (EO)/Sexual Harassment Complaint Procedures

1. REFERENCES.

- a. [USFK Command Policy Letter #11](#), Prevention of Sexual Harassment (POSH), 19 JUN 06.
- b. AR 600-20, Army Command Policy, 7 JUN 06.

2. PURPOSE. Ensure all service members, family members, DA civilian and Korean National employees have the right to present a complaint without fear of intimidation, reprisal, or harassment.

3. BACKGROUND. Commanders at all levels will establish, implement, and inform their commands of EO/Sexual Harassment complaint procedures IAW AR 600-20, chapters 6-7 and appendix D (dated 1 February 2006). These procedures explain, in detail, how members of their command and family members can present a complaint to the chain of command or supporting agency.

4. DISCUSSION.

a. Any person who believes they have been harassed or discriminated against based on race, color, national origin, gender, or religion has the right to present their concern to the chain of command. Personnel may also file complaints about perceived disparate treatment, hostile working environment, gang/extremist activities, offensive language, symbols, or gestures. Complaints of discrimination or sexual harassment can be submitted either informally or formally.

(1) An informal complaint is any complaint that the individual does not wish to file in writing. In resolving an informal complaint, members of the command must ensure that the complaint is taken seriously, handled fairly and with sensitivity. Informal complaints may be resolved without the knowledge or direct involvement of the commander. There are no time lines for an informal complaint and the complaint must be resolved as quickly as possible.

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(2) A formal complaint is one that a complainant files in writing and swears to the accuracy (sworn statement) of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken. A formal EO complaint will be filed with the Equal Opportunity Advisor using DA Form 7279-R (Equal Opportunity Complaint Form). Individuals have 60 calendar days to file a formal complaint from the time that the incident occurred. However, leaders and commanders should not refuse to act on any formal complaints, even if the 60 days have expired, if the allegations are of a serious nature and negatively impacts combat readiness, morale, good order and discipline, health, welfare or the public image of the Army in a significant manner.

b. Ideally, all complaints should be handled by the lowest level of the chain of command. There will be times when an individual may feel uncomfortable submitting the complaint directly to the lowest level of the chain of command and may submit the complaint directly to the Equal Opportunity Advisor or support agency. Agencies available to address and process complaints are any brigade or higher Army Equal Opportunity Advisor (EOA), Inspector General (IG), Chaplain, Provost Marshal, medical agency, Staff Judge Advocate, Housing Referral Office, and EO/Sexual Harassment HOTLINES. Leaders will not preclude or hinder personnel from using these channels for complaint resolution.

5. PROPONENT. The Eighth United States Army Equal Opportunity Office is the proponent for this policy. POC is Eighth United States Army Program Manager, at commercial 011-9250-0753 or DSN: 723-8446 or the Eighth United States Army EO Sergeant Major, at commercial 011-9250-0738 or DSN: 723-8524.



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Lieutenant General, USA
Commanding