DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND
501ST MILITARY INTELLIGENCE BRIGADE
UNIT 15282
APO AP 96205-5282

IADK-Z

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Policy Letter #3 – Equal Opportunity (EO) and Equal Employment Opportunity (EEO) Complaint Procedures

1. Reference.

a. AR 600-20 (Army Command Policy) 18 March 2008.

b. AR 690-600 (EEO Discrimination Complaints) 9 February 2004.

2. Purpose. To ensure that all personnel are aware of the procedures for processing EO and EEO complaints.

3. Summary. Every Soldier, Civilian, Family member, or applicant for employment has the right to receive equal opportunity, equal employment opportunity and fair treatment regardless of race, sex, religion, color, national origin, age (civilian employee only), or handicap (civilian employee only), and to serve in a workplace free of sexual harassment. This policy applies on and off post (military only), during duty and non-duty hours. Unlawful discrimination and unfair treatment will not be practiced, condoned, or tolerated. I expect everyone to do his/her part to guarantee a healthy organizational climate. The chain of command must ensure that Soldiers and Civilians are fully aware of procedures for resolving complaints of unlawful discrimination and unfair treatment.

4. Specifics. Individuals are encouraged to use the chain of command for redress of grievances. However, depending on the nature and/or severity of that complaint, other channels are available for further guidance and redress. Those channels include EO Advisors, EEO Officers, Human Resource Managers, Chaplains, Inspectors General, Staff Judge Advocates, Provost Marshals, Criminal Investigators, Medical Agencies, and the Chief of Housing Referral Offices. Individuals may choose to file an informal or formal complaint. Regardless of the type of complaint, the agency that receives the complaint will tell the complainant what role the agency has, what will be done with the complaint, and assist the command in resolving complaints at the lowest level possible.

a. Military Informal complaint: IAW AR 600-20, Appendix D-1a (1), an informal complaint is a complaint that an individual does not wish to file in writing. An informal complaint is not subject to time suspense nor is it reportable. However, an informal complaint will be taken seriously and handled expeditiously. While maintenance of confidentiality should be attempted, it will be neither guaranteed nor promised to the

complainant by commanders/agencies other than a chaplain or a lawyer. An MFR will be prepared on the resolution of an informal complaint. The MFR will include information regarding the nature of the complaint and pertinent information to assist in assessing the unit's command climate. Commanders will ensure all complaints, whether formal or informal, are properly concluded and appropriate follow-up actions completed.

b. Military Formal complaint: IAW AR 600-20, Appendix D-1b (1), a formal complaint is a complaint that an individual files in writing and swears to the accuracy of the information.

(1) Complaints will be filed within 60 days (commander's option to accept after 60 days) of incident. The complainant should file his/her complaint with the commander at the lowest echelon of the command at which the complainant may be assured of receiving a thorough, expeditious, and unbiased investigation of the allegations. The commander/agency accepts or refers complaints to the appropriate agency and acts upon them within three (3) calendar days. A commissioned officer must administer an oath to the complainant on DA Form 7279.

(2) Upon receipt of a formal complaint, the commander will either personally conduct an investigation or appoint an investigating officer under the provision of AR 15-6 (Procedures for Investigating Officers and Boards of Officers). All inquiries will be completed within fourteen (14) calendar days. If requested, an extension not to exceed thirty (30) calendar days may be granted by the appropriate extension authority. The complainant and/or subject(s) may appeal the decision in writing within seven (7) calendar days to the next higher commander. The unit's EO Advisor will follow up on complaints within 30-45 calendar days.

c. Civilian Formal complaint: IAW AR 690-600, all DA Civilians and applicants should contact their servicing EEO office, regarding employment discrimination issues. Aggrieved persons are required to initiate contact with an EEO counselor within 45 days of the elate of the matter alleged to be discriminatory or, in the case of a personnel action, within 45 days of the effective date of the action or when they became aware of the alleged action. Employees are authorized reasonable duty time to prepare or present an EEO complaint; however, a written request must be made and approved in advance by the employee's first line supervisor. Approval will be determined in each case based on the needs of the employee, balanced with the needs of the 501st Military Intelligence Brigade.

d. All members have the right to present complaints without fear of intimidation or threats and acts of reprisal. The chain of command will ensure that complainants and witnesses are protected from reprisal and retaliation. Should individuals be threatened with such an act, or should an act of reprisal occur, they should report these circumstances to the DOD Inspector General. The DOD Inspector General Hotline is 1-800-424-9098 (Toll-Free) or DSN 664-8799.

5. The point of contact for this policy letter is the Brigade Equal Opportunity Advisor at DSN 315-723-3065 for EO complaints and the Brigade Equal Employment Opportunity Office at DSN 315-723-8065 for EEO complaints.

KRIS A. ARNOLD
COL, MI
Commanding

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