



DEPARTMENT OF THE ARMY  
HEADQUARTERS, EIGHTH ARMY  
UNIT #15236  
APO AP 96271-5236

20 FEB. 2018.

EACG

MEMORANDUM FOR All Eighth Army Assigned Soldiers

SUBJECT: Eighth Army Command Policy Letter #4, Equal Opportunity (EO) Complaint Procedures

1. References:

a. Army Regulation (AR) 600-20, Army Command Policy, 06 November 2014.

b. Army Directive 2015-39 (Inclusion of Sexual Orientation in the Military Equal Opportunity Program), 14 October 2015.

2. Purpose. To ensure all Soldiers and Family members have knowledge of the procedures to file an EO complaint based on race, color, gender, religion, national origin or sexual orientation.

3. Background. Commanders at all levels will establish, implement, and inform their commands of the EO complaint procedures in accordance with AR 600-20, chapter 6, appendix C.

4. Discussion. A Soldier or Family member who believes that he or she is discriminated against based on race, color, gender, religion, national origin or sexual orientation has the right and responsibility to present that concern to the chain of command. Personnel may file either an informal complaint or a formal complaint.

a. An informal complaint is any complaint that the Soldier or Family member does not wish to file in writing. Informal complaints may be resolved directly by the individual, with the help of another unit member, the commander, or other person in the complainant's chain of command. Informal complaints are not subject to a time suspense.

b. A formal complaint is any complaint that the Soldier or Family member files in writing with an Equal Opportunity Advisor using Department of Army (DA) Form 7279 Equal Opportunity Complaint Form, and swears to the accuracy of the information. Formal complaints require specific actions; are subject to timelines; and require documentation of the actions taken.

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c. Individuals have 60 calendar days to file a formal complaint from the date the alleged incident occurred. This time limit is established to set reasonable parameters for the inquiry or investigation and resolution of complaints. If a formal complaint is received after 60 calendar days, the commander should consider the reason for the delay, the availability of witnesses, and whether a full and fair inquiry or investigation can be conducted.

d. Although the processing of EO complaints through the unit chain of command is strongly encouraged, it will not serve as the only channel available to Soldiers to resolve complaints. Should the complainant feel uncomfortable in filing a complaint with his/her unit chain of command, or should the complaint be against a member of that chain of command, a number of alternative agencies exist through which the issues may be identified for resolution. These agencies include: someone in a higher echelon of the complainant's chain of command; Equal Opportunity Advisor, Inspector General; Chaplain; Provost Marshal; medical agency personnel; Staff Judge Advocate; housing services office; or the Equal Employment Opportunity office.

5. Proponent. The proponent for this policy is Eighth Army Equal Opportunity Office at DSN (315) 755-8502/8506/0323/0324.



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Commanding