



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

IMGO-ZA

NOV 12 2013

MEMORANDUM FOR All Garrison Personnel

SUBJECT: Policy Letter 2 - Equal Opportunity/Sexual Harassment Complaint Procedures

1. Reference: Army Regulation 600-20, Appendix D, Army Command Policy, 18 March 2008/RAR 20 September 2012.
2. Leaders at every level are charged with ensuring an environment free of sexual harassment and illegal discrimination based on race, color, gender, religion, or national origin. Every member of this organization shares the responsibility of evaluating and preventing what can adversely impact mission accomplishment. All Soldiers, Family Members and Civilians are entitled to fair treatment, dignity and respect.
3. The EO Poster, dated 9 August 2012 provides points of contact for alternative agencies to address illegal discrimination and sexual harassment. The chain of command is the best avenue to address allegations of discrimination or sexual harassment. Military personnel or Family Members may also file complaints with the EO office at 706-791-2014 or with the Inspector General (IG), in Building 33800 at 706-0791-4565. The Housing Referral Office, Staff Judge Advocate, Provost Marshalls Office, Criminal Investigation Division, Chaplain, and Medical Personnel can also serve as alternative agencies for accepting complaints of illegal discrimination and sexual harassment. The Installation EO Office also serves as a liaison for Navy, Marine Corps, and Air Force personnel.
4. Complaints by civilian personnel alleging illegal discrimination should be handled in accordance with the procedures outlined in AR 690-600. "Equal Employment Opportunity Discrimination Complaints," or as described in DoD and Department of the Army policy implementing Title 10 U.S.C 1561, or as provided in any applicable collective bargaining agreement.
5. In the case where a complaint needs to be made, Soldiers and Family Members have the option of filing complaints in two different manners. It can be an informal or a formal complaint. Leaders are responsible for ensuring that individuals who wish to file a complaint are briefed on the procedures. Attempts should always be made to solve the problem at the lowest possible level within the organization. An informal complaint is any complaint that is not filed in writing. There are numerous ways that an informal complaint can be resolved. These include, but are not limited to: directly by the individual, the involvement of a third party, the chain of command, discussion,

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problem identification, clarification of the issues, mediation, or training. Informal complaints can also be handled just as if they are a formal complaint, without the restrictions imposed by timelines that are dictated by AR 600-20 upon completion of a DA Form 7279 – Equal Opportunity Complaint Form.

6. When filing a formal EO complaint with any agency besides the IG, the Soldier or Family Member will complete DA Form 7279, dated Sep 2010. These complaints must be filed with one of the agencies listed in paragraph 3 above. The complainant swears to the accuracy of the information that he/she provides, and will be required to provide as detailed an account of the event as possible. This will include dates, locations, times, witnesses, who was involved, and as much other information as the complainant can provide. The complainant must state what type of discrimination was alleged to have taken place (discrimination based on race, religion, color, national origin, gender, or sexual harassment). Complaints filed with the IG will not be subject to the same timelines as those filed with other agencies. All IG complaints will be processed as Inspector General Action Requests (IGARS) according to AR 20-1, dated 29 Nov 2010.

7. Soldiers and Family Members have 60 calendar days from the date of the alleged offense to file a formal complaint. After the 60 days, it will be at my discretion whether it will be handled as a formal or informal complaint. That decision will be based on the reason for the delay, the availability of witnesses, and whether I feel a full and fair investigation can be conducted.

8. At the conclusion of an investigation, the complainant will be advised of whether the complaint is substantiated or unsubstantiated. If an investigation fails to reveal all relevant facts to substantiate allegations, the complainant has the right to appeal the action to the next higher command. Subjects can appeal to the next higher command if relevant facts to prove his or her innocence were not revealed. Appeals must be presented in writing within seven days following notification of results of an investigation. The complainant may not file an appeal based on their commander's action not being sufficient.

9. All Soldiers and Family Members are protected from reprisal or retaliation for filing EO or sexual harassment complaints. No Soldier or employee may take or threaten to take an unfavorable personnel action, or to withhold a favorable personnel action, in reprisal against any person for filing a complaint. If the complainant feels that he/she has been the target of reprisal for filing an EO complaint, he/she will notify the chain of command and report the reprisal to the DoD IG by phone at 1-800-424-9098, DSN 664-8779, by email at hotline@dodig.osd.mil, or by letter to:

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The Inspector General of the Department of Defense office

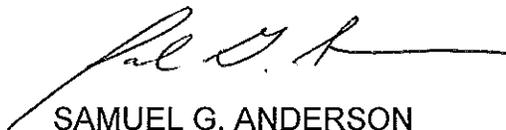
ATTENTION: Defense Hotline
1900 Defense Pentagon
Washington, DC 20301-1900

10. If any alternative agency receives a complaint of reprisal, they will refer the complainant to the DoD IG and report the allegation to the appropriate chain of command.

11. The Equal Opportunity Assistance Line is DSN 706-791-3600. The Army EO Hotline number is 1-800-267-9964.

12. A copy of this memorandum will be posted in the permanent section of all unit bulletin boards.

13. Point of contact for this memorandum is the Installation EO Office at DSN 791-3600/2014.



SAMUEL G. ANDERSON
COL, SC
Commanding

This memorandum supersedes the Garrison Commander's Policy Memorandum No. 2 – Equal Opportunity/Sexual Harassment Complaint Procedures, dated 15 November 2011.

EQUAL OPPORTUNITY / SEXUAL HARASSMENT COMPLAINT PROCESS



Make an informal complaint. Report inappropriate behavior without initiating a full investigation. This may be most appropriate for minor infractions when the victim simply wants the behavior stopped.

If You Are The Victim

Call the Equal Opportunity Assistance Line to clarify whether an incident or behavior qualifies as sexual harassment or discrimination.
706-791-3600/2014

If Behavior Persists

File a formal written complaint on a DA Form 7279-R with any of the following agencies. Complaints must be filed within 60 days of the incident. Complaints made after 60 days may be pursued at the commander's discretion.

CHAIN OF COMMAND	EQUAL OPPORTUNITY ADVISOR	INSPECTOR GENERAL	HOUSING REFERRAL OFFICE	JUDGE ADVOCATE GENERAL	MILITARY POLICE OR CRIMINAL INVESTIGATOR	CHAPLAIN	MEDICAL AGENCY
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3 DAYS

Complaints, except those filed with the I.G., must be acted upon within three calendar days. Complaints filed with an agency against a member of the Chain of Command will be referred to the next higher commander in the chain. All formal complaints will be reported within 72 hours to the first General Courts-Martial Convening Authority (GCMCA) in the Chain of Command. Provide a progress report to the GCMCA 20 days after the date on which the investigation commenced and 14 days thereafter until completion.

14 DAYS

The commander or the investigating officer appointed by the commander has 14 calendar days to investigate the allegations. The commander will meet with the victim and the subject(s) of the complaint to discuss the outcome and results. A 30-day extension may be granted from the next higher commander if circumstances require it. Further extensions can be approved only by the first General Officer in the Chain of Command. Complainants must be notified of extensions.

7 DAYS

The complainant and/or subject(s) of the complaint have seven calendar days to appeal to the next higher commander if he or she is dissatisfied with the investigation results or actions taken. That commander has 14 days to act on the appeal and provide written feedback on the results. Final decisions on complaints/appeals not resolved at brigade level rest with the General Courts-Martial Convening Authority.

30-45 DAYS

30-45 days after final decision of the formal complaint (substantiated and unsubstantiated), an assessment is conducted by the Equal Opportunity Advisor to determine the effectiveness of any corrective actions taken and to detect and deter any incidents of reprisal. Reports and recommendations are submitted to the Commander on a DA Form 7279-1-R NLT 45 days following final decisions made on complaints.