



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

IMSE-GOR-ZA

NOV 15 2011

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 27 April 2010.
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 preventing and evaluating what can adversely impact our ability to accomplish our mission. All Soldiers, Family Members, and civilians are entitled to fair treatment, dignity, and respect.
3. The EO Poster, dated 20 July 2010, provides points of contact for alternative agencies for addressing illegal discrimination and sexual harassment. The chain of command is the best avenue for addressing allegations of discrimination or sexual harassment. As an alternative method, military personnel or Family Members may also file complaints with the EO Office, in building 25706, at 706-791-2014 or with the Inspector General (IG), in building 33800 at 706-0791-4565. In addition, the Housing Referral Office, Staff Judge Advocate, Provost Marshall's Office, Criminal Investigation Division, Chaplain, and Medical Personnel can serve as alternative agencies for accepting complaints of illegal discrimination or sexual harassment.
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, there are two types, formal and informal. Either type may be submitted. 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.

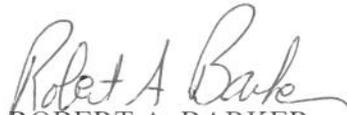
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6. Formal complaint. Is filed in writing and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken. Soldier or Family Member have 60 calendar days from the date of the alleged incident in which to file a formal complaint. An individual files a formal complaint using DA Form 7279 (Equal Opportunity Complaint Form). A Commanders inquiry or 15-6 investigation will be completed within 14 calendar days of accepting the complaint. An extension may be granted or required (not to exceed 30 calendar days); the complainant will be notified of the results and take appropriate actions. An appeal may be presented 7 calendar days following the notification of the results of the investigation and acknowledgement of the actions taken to resolve the complaint to the next higher command. The Equal Opportunity Advisor will conduct a follow-up on all formal complaints within 30-45 calendar days.

7. Informal complaint. Complaint where the complainant does not wish to file in writing may be handled in this manner. There is no time limit, but an informal complaint will be taken just as serious as the formal complaint and handled as soon as possible. I will attempt to keep the complainant's name confidential; however, confidentiality cannot be guaranteed.

8. 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 threatened with reprisal or if reprisal occurs, he or she must report these circumstances to the DoD IG. The DoD IG hotline number is 800-424-9098 or DSN 664-8779 and may be used to report threats or acts of reprisal. If an allegation or reprisal is made known to any agency authorized to receive complaints, the agency should refer the complaint to the DoD IG.

  
ROBERT A. BARKER  
COL, SC  
Commanding