

APVR-REEO

DATE: _____
(Insert Date)

MEMORANDUM FOR _____
(Insert Complainant's Name)

SUBJECT: Title 10 United States Code (USC) Section 1561 Sexual Harassment
Complaint Procedure

1. Any civilian employee under the supervision of a commanding officer or officer in charge of a unit, vessel, facility, or area of the Army may use an alternate procedure for raising allegations of sexual harassment. This procedure was established by the National Defense Authorization Act for Fiscal Year 1998 and is found at Title 10 United States Code Section 1561. This procedure is separate from the Army's EEO complaint procedure established in accordance with Title 29 Code of Federal Regulations (CFR) 1614, Title VII of the Civil Rights Act of 1964, as amended, and contained in AR 690-600.
2. The Section 1561 procedure allows you to register your complaint with the designated point of contact. The designated point of contact will put your complaint in writing and forward it to your commander or officer in charge within 48 hours of your discussion. Within 72 hours of receipt of your complaint, your commander or officer in charge will initiate an investigation of your allegations. Investigations are expected to be completed within 14 days after the investigation commences. Once your commander or officer in charge is advised of the results of the investigation, that individual will inform you within six days, in writing, of the investigation findings, the decision made on substantiation of the allegations, and to the extent practicable, the decision on corrective actions taken or proposed. The decision of the commander is final, with no right of appeal to the courts, and compensatory damages are not available under Section 1561.
3. Using this alternate procedure does not waive the time limits for filing an EEO complaint under 29 CFR 1614. The two procedures are separate and may be pursued independently. You may file a complaint under 29 CFR 1614, under Section 1561, or you may use both procedures simultaneously. Your decision to file a complaint under Section 1561 does not exhaust the administrative remedies available under 29 CFR 1614. Once you have received the results of the Section 1561 investigation, you may elect either to continue to pursue your complaint under 29 CFR 1614; or if you are satisfied with the actions taken, withdraw your EEO complaint.

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4. The points of contact to receive Section 1561 complaints within this command are:

Fort Greely: Post Commander, 873-4206

Fort Richardson: Post Commander, 384-2280

Fort Wainwright: Post Commander, 353-7660

5. Questions or requests for additional information should be referred to the USARAK EEO
Manager, Sandra Martinez, 384-2034

EEO COUNSELOR

/DATE

RECEIPT ACKNOWLEDGED:

SIGNATURE

/DATE