

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity (EO) Complaint Procedures (Post Command Policy 24-10)

1. The Equal Opportunity complaints processing system addresses complaints that allege unlawful discrimination or unfair treatment on the basis of race, color, religion, gender, or national origins. Attempts should always be made to solve the problem at the lowest possible level within the Fort Richardson community. Commanders must ensure equal opportunity complaints procedures are disseminated to every soldier within the command and to all new soldiers upon arrival, as required by Army Regulations 600-20. Department of the Army (DA) Civilian's should refer to the EEO regulation AR 690-600 for administrative procedures and time lines.

2. There are two types of equal opportunity complaints as defined in AR 6000-20.

a. Informal: An informal complaint is a complaint that a soldier, family member, or Department of the Army (DA) Civilian 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.

b. Formal: A formal complaint is filed by a soldier, family member, or civilian employee by submitting a sworn statement on a DA Form 7279-R (Equal Opportunity Complaint Form) through the Fort Richardson Equal Opportunity Office.

(1) Complainants have 60 calendar days from the date of the alleged incident in which to file a formal complaint. Complaints filed after 60 days will be forwarded to me for review to determine if the complaint warrants a full investigation.

(2) The complainant will receive feedback on DA Form 7279-R, Parts II and III, within 14 calendar days.

3. I strongly encourage use of the chain of command. However, other offices and agencies are available, including but not limited to: Equal Opportunity Advisors, Equal Employment Office, Chaplains, Inspectors General, Provost Marshals, Staff Judge Advocates, housing Office, or the USARAK, USARPAC, or DoD IG Hotlines. These offices are all available to personnel who do not feel comfortable filing their complaints with their chain of command. Any member of the chain of command who receives a formal complaint will notify the unit EO Representative and myself immediately.

4. If the complainant believes the complaint is unresolved, he/she has the right to appeal to the next higher chain of command. The complainant must do so in writing on DA Form 7279-R, Part IV, within seven calendar days.

5. Protection against reprisal: Department of the Army personnel are prohibited from taking any action that discourages any soldier, family member, or civilian employee from filing a complaint or seeking assistance when resolving Equal Opportunity matters. Personnel are also prohibited from taking disciplinary or adverse action against a soldier or civilian employee for filing a complaint, seeking assistance, or cooperating with an investigating officer.

6. False complaints: Soldiers who knowingly file a false equal opportunity complaint (a complaint containing information or allegations that complainant knew to be false) may be punished under the Uniform Code of Military Justice.

//signed//
DAVID L. SHUTT
LTC, AR
Post Commander

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