



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON GRAFENWOEHR
UNIT 28130
APO AE 09114-8130

IMGF-ZA

05 MAR 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Bavaria Military Community Policy Letter #31; Equal Opportunity (EO) Complaint Procedures

1. **Effective Date.** This letter remains in effect until superseded or rescinded.
2. **Scope.** This policy letter is applicable to all Soldiers and their Family Members within the USAG Grafenwoehr area of responsibility. Violators of this policy and leaders who fail to take the appropriate action are subject to administrative or punitive actions to include punishment under the Uniform Code of Military Justice.
3. **Reference.** AR 600-20, Army Command Policy, Chapter 6 and 7.
4. **Policy.**
 - a. All Soldiers and their Family Members are entitled to have their grievances heard. Discriminatory behaviors or practices that undermine teamwork, mutual respect, loyalty and shared sacrifices are not tolerated within this command. We will always work to create and sustain an effective working and living environment for all.
 - b. If you experience discrimination based on race, color, religion, sex, or national origin, I strongly encourage you to notify your chain of command immediately. If you have been sexually harassed or have witnessed sexual harassment, I encourage you to notify your chain of command immediately. Historically, the use of the chain of command, whether starting at your immediate supervisor or using a commander's open door policy, works to effectively resolve complaints.
 - c. If you feel that your chain of command is part of the problem or do not desire to use your chain of command, a variety of options are available. Installation activities, such as the EO Office, Provost Marshal, Inspector General's Office, Staff Judge Advocate's Office, Chaplain's Office, Medical Facilities, and the Chief of Community Housing are capable of taking a complaint and ensuring the appropriate commander receives your complaint.
 - d. You have the right to file either an informal or a formal complaint. An informal complaint is any complaint that you do not wish to file in writing. Informal complaints are typically those issues that can be resolved through discussion, problem identification, and clarification of the issues. A formal complaint is filed in writing using DA Form 7279. A formal complaint must be filed within 60 days of the date of the alleged incident.

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e. In accordance with DoD Directive 7050.6, Department of the Army personnel are prohibited from taking acts or threats of reprisal against any Soldier for filing a complaint of discrimination. Withholding or threatening to withhold favorable personnel action is also prohibited.

5. **Point of Contact.** Point of contact for this memorandum is the USAG Grafenwoehr EO Office at 475-7215.


JAMES E. SAENZ
COL, SF
Commanding

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