



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE, SUITE 5000
FORT GEORGE G. MEADE, MARYLAND 20755-5000

REPLY TO
ATTENTION OF:

IMNE-MEA-EEO

03 FEB 2012

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum #17, Policy for Implementation of 10 U.S.C. 1561

1. Reference. Army Regulation 690-600 dated February 5, 2004, Equal Employment Opportunity (EEO) Discrimination Complaints.
2. Purpose. To provide guidance to all personnel on the implementation of 10 United States Code (U.S.C.) Section 1561.
3. Applicability. This policy applies to all personnel assigned to Fort Meade in addition to applicants for employment with Fort Meade and former employees of Fort Meade. This policy statement supersedes all other policy memorandums.

4. Policy:

a. Army Regulation 690-600, dated 4 February 2004, Chapter 3, Section IV, subparagraph 3-11, Counseling Sexual Harassment Complaints (10 USC Section 1561), specifically addresses the right to pursue an allegation of sexual harassment simultaneously under section 1561 and 29 Code of Federal Regulations (CFR) Part 1614. Filing a complaint under Section 1561 will not exhaust administrative remedies with respect to 29 CFR 1614. Command decisions under Section 1561 are final, with no right of appeal to the courts or the awarding of compensatory damages.

b. Commanders must designate a point of contact (POC) to receive Section 1561 complaints, ensure that appropriate investigations occur, and that reports relative to the commanders should not assign individuals in the offices of EEO, legal or inspector general as the POC for Section 1561 complaints. I am designating the Deputy Installation Commander as the POC to ensure that appropriate actions are taken expeditiously to address these allegations. When an aggrieved civilian employee initiates a contact with the command designated POC for Section 1561 complaints, the following steps must be followed:

(1) Within 72 hours of when a 1561 POC, a commander or military officer in charge (OIC) receives a 1561 complaint, the commander will:

IMNE-MEA-EEO

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(a) Forward a copy of the POC's written notification through the chain of command to the general court-martial convening authority (GCMCA):

(b) Start to investigate the allegations; and

(c) Advise the aggrieved person of the start of the investigation.

(2) A commanding office (CO) or OIC will ensure, to the extent practicable, the investigation of the allegation is completed no later than 14 calendar days after the start of the investigation. If the investigation is not completed within the statutory time lines, the CO or OIC will submit an interim report to the GCMCA. An interim report will be submitted subsequent every 14 calendar days until the investigation is completed. Upon receipt of the completed investigation report, the CO or OIC will:

(a) Determine, within three calendar days of receipt of the report, if allegations have been substantiated.

(b) Notify aggrieved person, in writing, within six calendar days after the receipt of the report of the (1) findings, (2) the decision made on substantiations of the allegations and (3) to the extent practicable, the decision on corrective action.

c. The aggrieved person may elect to continue pursuant to 29 CFR 1614, if such a complaint has been filed, or to withdraw the complaint.

d. A copy of this policy memorandum will be posted on all official bulletin boards and made available to all Fort Meade military and civilian personnel.

5. Conflicts. Any conflicts in this policy memorandum and 10 U.S.C. 1561 or Army regulation shall be resolved in favor of the statute or the regulation as appropriate. This paragraph does not apply to time constraints where the policy provides for less time to conclude investigations or provide feedback than those time limits provided by regulation.

6. Procedures. Effective immediately, the Deputy Garrison Commander has been designated the point of contact to receive 10 U.S.C. 1561 complaints, who can be contacted at (301) 677-4503 or DSN: 622-4503.

IMNE-MEA-EEO

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7. Proponent. USAG, Office of Equal Employment Opportunity, is the proponent for this Policy. POC is Ms. Lydia Elliott-Buettner, Installation EEO Officer, at (301) 677-6296 or DSN: 622-6296.



EDWARD C. ROTHSTEIN
Colonel, Military Intelligence
Commanding

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