



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, III CORPS AND FORT HOOD  
1001 761ST TANK BATTALION AVENUE  
FORT HOOD, TEXAS 76544-5000

REPLY TO  
ATTENTION OF

**COMMAND POLICY**  
**EO-03**

AFZF-CG-EO

MAY 25 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity (EO)/Sexual Harassment Complaint Procedures

1. REFERENCE. AR 600-20, Appendix D, Army Command Policy, 18 March 2008/RAR 27 April 2010.
2. APPLICABILITY. This policy applies to all III Corps and Fort Hood units, tenant activities and Partners in Excellence organizations/activities, regardless of location, as well as their Family Members, civilian employees, and contract personnel.
3. PURPOSE. To provide information concerning the Equal Opportunity and Sexual Harassment Complaint Procedures.
4. POLICY.
  - a. The EO/Sexual Harassment complaint processing system addresses complaints that allege unlawful discrimination or unfair treatment on the basis of race, color, religion, gender, and national origin. Attempts should always be made to solve the problem at the lowest possible level within the organization. I want all Soldiers and their Family Members to know that their Equal Opportunity complaints will be addressed in a prompt and professional manner. Complaints by civilian personnel alleging employment discrimination should be handled IAW the procedures contained in AR 690-600, or as described in Department of Defense (DoD) and Department of the Army (DA) policy implementing 10 U.S.C. § 1561, or as provided for in any applicable collective bargaining agreement. Acts of reprisal or attempts to discourage the filing of an EO complaint will not be tolerated. Any commander or agency receiving an Equal Opportunity complaint will immediately contact their unit EO advisor for guidance and assistance.
  - b. Although the processing of EO complaints through the unit chain of command is strongly encouraged, it will not serve as the only channel available to Soldiers to resolve complaints. Commanders will not preclude Soldiers from using the alternate channels listed in AR 600-20, paragraph D-1(a)(2). If you have a complaint against a member of your chain of command, use the next higher echelon in the chain of command, your EO Advisor, the Fort Hood EO Office at (254) 287-6242, the Inspector General, the Provost Marshal Office, or the Chaplain's Office.

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c. I am fully committed to the DoD and DA EO/Sexual Harassment programs and to the prevention of Sexual Harassment.

d. Soldiers, Family Members, and DoD/DA Civilians have the right to:

(1) Present a complaint to the command without fear of intimidation, reprisal, or harassment.

(2) Communicate with the commander concerning their complaints.

(3) Receive assistance when submitting a complaint.

(4) Receive training on the Army's EO/Sexual Harassment complaint and appeals process.

e. Individuals are responsible for:

(1) Advising the command of the specifics of sexual harassment and unlawful discrimination complaints and providing the command an opportunity to take appropriate actions to rectify/resolve the issues.

(2) Submitting only legitimate complaints and exercising caution against unfounded or reckless charges.

f. While not required, it is recommended that the individual attempt to resolve a complaint by first informing the alleged offender that the behavior must stop.

g. Rating and reviewing officials shall evaluate each member's commitment to the elimination of unlawful discrimination and/or sexual harassment and document significant deviations from the commitment in evaluation reports. Substantiated EO Complaints as a result of AR 15-6 investigation requires a "Does not support EO/Sexual Harassment" on the NCOER or OER. This documentation includes administering appropriate administrative, disciplinary or legal action(s) to correct inappropriate behavior.

## 5. PROCEDURES.

a. There are two types of EO/Sexual Harassment complaints, formal and informal.

(1) An informal EO/Sexual harassment complaint is any complaint that a Soldier, Family Member, or DoD/DA civilian does not wish to file in writing. Informal complaints

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may be resolved directly by the individual, with the help of another unit member, the commander or another person in the complainant's chain of command. Typically, those issues that can be taken care of informally can be resolved through discussion, problem identification and clarification of the issues. An informal complaint is not subject to time suspense. However, anyone working on the resolution of an informal EO/Sexual Harassment complaint will prepare a memorandum for record (MFR). The MFR will include information indicating the nature of the EO/Sexual Harassment complaint and identifying pertinent information to assist in the identification of the unit's command climate.

(2) A formal EO/Sexual Harassment complaint is one that the complainant files in writing on a DA form 7279 swearing to the accuracy of the information. An Equal Opportunity Advisor (EOA) will be involved in the initiation of a formal complaint. Formal complaints are subject to the following timeline.

(a) Once the complainant has signed the DA form 7279, the official taking the report has 72 hours to forward the complaint to the appropriate commander.

(b) The commander has 72 hours to notify me, the General Courts Martial Convening Authority (GCMCA), of the nature of the formal EO/Sexual Harassment complaint. Major Subordinate Command (MSC) Commanders will either notify me directly or through my EO Program Manager.

(c) The commander has 14 calendar days in which to initiate an investigation into the complaint, implement a plan to prevent reprisal, complete the investigation and inform the complainant and the alleged perpetrator of the results.

(d) If the commander/IO requires more than the 14 calendar days to complete the investigation, the commander will request an extension, in writing not to exceed 30 calendar days, to the next higher echelon commander. Requests for extensions exceeding 30 calendar days must be submitted to the first General Officer in the chain of command. Upon receipt of an extension, the commander must inform the complainant of the extension, the duration and reason for which the extension was requested.

(e) The commander will provide weekly verbal feedback to both the complainant and the alleged offender on the status of the investigation.

(f) The commander will provide written feedback to the complainant not later than the 14th calendar day after receiving the complaint and then provide updates every 14th calendar day until there is final resolution. Written feedback will be as complete as possible consistent with limitations of the Privacy Act and the Freedom of

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Information Act.

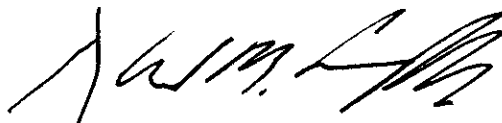
(g) The commander will also provide written feedback to the alleged offender on the outcome of the investigation and subsequent actions taken by the chain of command.

(h) The EOA will conduct a follow-up assessment of all formal EO/Sexual harassment complaints, both for substantiated and unsubstantiated complaints, 30 to 45 calendar days following the final decision rendered on the complaint. The purpose of the assessment is to measure the effectiveness of the actions taken and to detect and deter any acts or threats of reprisal. The EOA will also assess the complainant's satisfaction with the procedures followed in the complaint process to include timeliness, staff responsiveness and resolution of the complaint. The findings of this assessment will be annotated on DA Form 7279-1 and maintained by the EOA. The EOA will present findings and recommendations to the commander for further consideration/action within 15 calendar days.

b. Soldiers, Family Members and DoD/DA civilians have the right to present a complaint to the command without fear of intimidation, reprisal, or harassment. Individuals are responsible for advising the command of the specifics of the complaint and providing the command an opportunity to take appropriate action to rectify/resolve the issue. Brigade EOAs will be involved in all Formal EO/Sexual Harassment complaints.

6. PROPONENT. The proponent for this policy letter is the III Corps and Fort Hood Equal Opportunity Office at (254) 287-6242.

7. EXPIRATION. This III Corps and Fort Hood Command Policy Memorandum supersedes the 02 November 2009 policy and will remain in effect until superseded or rescinded.



DONALD M. CAMPBELL, JR.  
Lieutenant General, USA  
Commanding