



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 3rd INFANTRY DIVISION AND FORT STEWART  
942 DR BEN HALL PLACE, BUILDING HQ001  
FORT STEWART, GEORGIA 31314-5048



AFZP-CSG

SEP 20 2011

**COMMAND POLICY LETTER NO. 3**

**Equal Opportunity and Equal Opportunity Complaint Processing**

1. REFERENCE: AR 600-20, Army Command Policy, 18 March 2008 (RAR 27 April 2010).

2. APPLICABILITY: This policy applies to all 3rd Infantry Division units and personnel, tenant units, and personnel living and working at Fort Stewart, Hunter Army Airfield and Kelley Hill at Fort Benning, GA. This policy applies both on and off-post, as well as on and off-duty.

3. EQUAL OPPORTUNITY PROGRAM:

a. The Equal Opportunity (EO) program formulates, directs, and sustains a comprehensive effort to maximize human potential and ensure fair treatment for all persons, based solely on merit, fitness, and capability. EO philosophy is based on fairness, justice, and equity. Commanders are responsible for sustaining a positive EO climate within their units.

b. I am totally committed to the Army Equal Opportunity (EO) Program. This command will not practice, condone, or tolerate unlawful discrimination. This command will provide equal opportunity and fair treatment to all Soldiers, Family Members and Army Civilians without regard to race, color, religion, gender, or national origin. This Command will provide an environment free of prejudice, verbal abuse, discrimination, and offensive behavior.

c. Soldiers will not be assessed, classified, trained, assigned, promoted, or otherwise managed on the basis of race, color, gender, religion or national origin, except as required by Federal law. Such discriminatory behaviors and practices undermine teamwork, loyalty, and the shared sacrifices of the men and women of America's Army.

d. Equal Opportunity is a Commander's program. Commanders are responsible for establishing and sustaining a climate that fosters human dignity, fairness, and respect, while eliminating attitudes, behaviors, and practices that adversely impact unit cohesion. Commanders will communicate high standards of conduct to their subordinates and must take prompt and appropriate action when incidents of discrimination occur.

e. Soldiers, Family Members, and Army Civilians have the right to make a complaint without fear of intimidation, reprisal, or harassment. Individuals who believe they have been subjected to discrimination should report the matter to their chain of command, EO program manager, EO Advisor, or the IG in accordance with Chapter 6 and Appendix D, Army Regulation 600-20, Army Command Policy.

4. EQUAL OPPORTUNITY COMPLAINT PROCESSING:

a. All Equal Opportunity (EO) Complaints will be addressed immediately and will strictly follow the guidelines IAW Appendix D, AR 600-20, Army Command Policy. Acts of reprisal will not be tolerated and Soldiers will not be discouraged from filing EO Complaints. Any Commander or agency receiving an EO complaint will immediately contact the Equal Opportunity Advisor (EOA) for guidance and assistance, as well as personally work and track the resolution of each issue involved.

b. Individuals are responsible for advising their Commanders of the specifics of unlawful discrimination complaints, and will allow Commanders the opportunity to take appropriate actions to resolve the situation. Individuals are also responsible for submitting only legitimate complaints.

c. EO complaints will be filed either through the informal or formal complaint process. An informal complaint is any complaint that a Soldier, Family Member, and Army Civilian does not wish to file in writing. The informal complaint may be resolved directly by the individual, with the help of another unit member, the chain of command, or through an AR 15-6 investigation initiated by the Commander. An informal complaint is not subject to a time suspense.

d. A Formal complaint is one that a complainant files in writing on a DA Form 7279 and swears to the accuracy of the information. An EOA will be involved in the initiation and investigation of all formal complaints. Formal complaints are subject to the strict time suspense outlined in Appendix D, para. D-4, D-5, AR 600-20, Army Command Policy.

e. Commanders will provide written feedback to the complainant not later than the 14th calendar day after receiving the complaint. Commanders will also provide updates every 14 calendar days until final resolution. Additionally, the Commander will provide written feedback to the alleged perpetrator of the outcome of the investigation and subsequent actions to be taken by the chain of command.

5. PROPONENT: The proponent for this policy is the Division Equal Opportunity Office at (912) 767-7771/9286.



ROBERT B. ABRAMS  
Major General, US Army  
Commanding

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