



REPLY TO  
ATTENTION OF

## DEPARTMENT OF THE ARMY

HEADQUARTERS, 428<sup>th</sup> FIELD ARTILLERY BRIGADE  
HEADQUARTERS, UNITED STATES ARMY FIELD ARTILLERY SCHOOL  
FORT SILL, OKLAHOMA 73503-5000



ATSF-B

12 September 2008

MEMORANDUM FOR All 428<sup>th</sup> Field Artillery Brigade Personnel

SUBJECT: 428<sup>th</sup> Field Artillery Brigade Policy # 009, Equal Opportunity and Sexual Harassment Complaint Procedure

1. References.

a. AR 600-20, Army Command Policy, 18 March 2008.

b. USAFCOEFS CG Policy Memo 07-4, 07-8 and 07-10, Prevention of Sexual Harassment Policy, Equal Opportunity (EO) Complaint Procedures Policy.

2. As Commander of 428<sup>th</sup> Field Artillery Brigade, I am fully committed to ensuring that all Soldiers, civilians, and family members are treated fairly and equitably under the provisions of the Department of The Army, TRADOC, and 428<sup>th</sup> Field Artillery Brigade Equal Opportunity programs. However, should a situation warrant attention under the Equal Opportunity (EO) program, the Army's complaint process is specifically designed to process all grievances expeditiously.

3. Although, I strongly encourage use of the unit chain of command, it will not serve as the only channel available to the complainant. Should the complainant feel uncomfortable in filing a complaint with his/her chain of command, or should the complaint be against a member of the chain of command, there are alternate channels available to the complainant (someone in a higher echelon of the complainant's chain of command, Equal Opportunity Advisor, Inspector General, Chaplain, Provost Marshal, Medical agency personnel, Staff Judge Advocate, and Community Housing Referral and Relocation Services Office).

4. Complainants have two options when filing EO complaints; they may choose to file either an informal or a formal complaint. An individual has 60 calendar days from the date of the alleged incident in which to file a formal complaint.

a. Informal Complaint is any complaint that a Soldier or family member 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 another person in the complainant's chain of command. An Informal Complaint is not subject to time suspense, nor is it reportable.

b. Formal Complaint is a complaint filed by a Soldier, or family member, in writing on a DA Form 7279 (Equal Opportunity Complaint Form) and swears to the accuracy of the information.

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The complainant will specify the alleged concern, provide the names of the parties involved to include witnesses, describe the incident(s)/behavior(s), and indicate the date(s) of the occurrences(s). The complainant will also state the equal opportunity basis of the complaint (e.g. unlawful discrimination based upon RACE, COLOR, RELIGION, GENDER, or NATIONAL ORIGIN).

6. Commanders will examine any allegations of discrimination thoroughly and promptly. Commanders will ensure that all unit personnel are prohibited from taking any action that might discourage Soldiers, family members, or civilians from filing a complaint or seeking assistance to resolve an Equal Opportunity grievance. Additionally, 428<sup>th</sup> Field Artillery Brigade are prohibited from taking any disciplinary or other adverse action against a complainant or other personnel, seeking assistance or cooperating with Investigative Officers, Inspector General or other law enforcement agencies. However, this does not preclude commanders from taking action against Soldiers who file fraudulent complaints or give false statements.

8. Equal Opportunity Advisors (EOAs) at brigade and higher levels are fully trained and readily available to assist commanders and complainants in processing EO complaints. Investigating officers will consult with the Brigade EOA to discuss the basis of the EO complaint prior to beginning the interview process and at the conclusion of the fact-finding process.

9. Any commander who receives discrimination complaints based upon race, color, religion, gender or national origin will immediately contact the Brigade EO Advisor for guidance and assistance in resolving the complaint.

10. 428<sup>th</sup> Field Artillery Brigade Equal Opportunity Office is located in Searby Hall room 304, phone number 442-2116.

11. This memorandum supersedes policy # 005, dated 26 March 2008.

  
JOHN S. FANT  
COL, FA  
Commanding