



REPLY TO
ATTENTION OF:

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

NOV 25 2013

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 8, Commander's Equal Opportunity Complaint System

1. It is the Department of the Army policy that every Soldier and their Family be provided equal opportunity (EO) and fair treatment without regard to race, color, religion, gender or national origin. They should also expect to live and work in an environment free from sexual harassment. If this policy is violated, Soldiers and their Families have a right to:
 - a. Present a complaint to the command without fear of intimidation, reprisal, or harassment.
 - b. Communicate with the Commander concerning their complaint.
 - c. Receive training on the Army's EO complaint and appeals process.
2. Individuals also have the responsibility to:
 - a. It is recommended that the individual attempt to resolve a complaint by first informing the alleged offender that the behavior must stop.
 - b. Advise the command of the specifics of the discrimination or sexual harassment complaint and provide the command an opportunity to take appropriate action to rectify or resolve the issue.
 - c. Submit only legitimate complaints and exercise caution against unfounded or reckless charges.
3. To enter the complaint processing system, a Soldier or Family Member should decide between an informal or formal complaint as described below:

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a. Informal Complaint:

(1) Defined as a complaint that a Soldier or Family Member does not wish to file in writing. This type of complaint is normally resolved at the lowest level by the Soldier or Family Member, another unit member or a person in the complainant's chain of command. This type of complaint is not subject to time suspense and is not reportable.

(2) No less important than a formal complaint and will be addressed with a sense of urgency and a sincere intent to attain resolution.

(3) Has confidentiality, but, it will not be promised to the complainant by agencies other than the Chaplain or Staff Judge Advocate.

b. Formal Complaint:

(1) Defined as a sworn statement in writing on a DA Form 7279-R (Equal Opportunity Complaint Form). This type of complaint is subject to time suspense and is reportable.

(2) Should be filed within 60 calendar days from the date of the alleged incident. If a complaint is received after 60 calendar days, commanders may still conduct an investigation. This decision will depend on reasons for delay, the availability of witnesses, and whether a full and fair investigation can be conducted.

(3) Appealable by the complainant if the decision is not resolved or complainant perceives the investigation failed to reveal all relevant facts to substantiate the allegations, or that the actions taken by the command on his or her behalf were insufficient to resolve the complaint. The complainant has the right to appeal to the next higher level commander.

(4) A follow-up assessment will be conducted by the Equal Opportunity Advisor 30-45 days following the final decision rendered on the complaint.

4. Individuals are encouraged to process Equal Opportunity complaints through the chain of command; however; below are alternate channels which individuals may use to resolve their complaint:

a. Higher echelon in the chain of command

b. Equal Opportunity Advisor

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- c. Inspector General
- d. Chaplain
- e. Provost Marshal/Criminal Investigation (CID)
- f. Medical agencies
- g. Staff Judge Advocate
- h. Housing Referral Office

5. I strongly encourage each member of our community to fully support our Equal Opportunity Program. You may contact our Installation Equal Opportunity Advisor for additional information and proper procedures for lodging a complaint at (301) 677-6687.



BRIAN P. FOLEY
Colonel, Signal Corps
Commanding

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