



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ  
UNIT 23152  
APO AE 09054-3152

IMRP-ZA

07 JUL 2016

MEMORANDUM FOR RECORD

SUBJECT: USAG RP Command Policy Letter # 4, Equal Opportunity Complaint Procedure

1. References:

- a. AR 15-6, Procedures for Investigating Officers and Boards of Officers.
- b. AR 600-20, Army Command Policy.

2. A successful organization must have a robust and effective equal opportunity (EO) program. For the program to be effective, commanders must promptly investigate all complaints of alleged discrimination or unfair treatment based on color, gender, national origin, race, or religion to ensure compliance with AR 600-20, appendix C.

3. Leaders should always try to resolve allegations of discrimination at the lowest level possible in the chain of command. If this is not possible, Soldiers, Civilians, and Family members should immediately report the alleged discrimination to their chain of command, an EO office, a chaplain, and equal employment opportunity office, the inspector general, a medical provider, the provost marshal, or a staff judge advocate. Leaders will not hinder personnel from using any of these channels to report any alleged discrimination. Furthermore, leaders will ensure that individuals who believe that they are being discriminated against are permitted to file complaints without fear of reprisal or intimidation.

4. Commanders will adhere to the following established investigative timelines and reporting procedures:


- a. Commanders who receive a complaint will conduct an investigation within 14 calendar days, either personally or by appointing an investigating officer in accordance with AR 15-6.

- b. If extenuating circumstances make it impossible to conduct and complete an investigations within 14 calendar days, the commander may request an extension of not more than 30 calendar days from the next higher commander.

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5. I fully support the EO program and expect leaders at all levels to support it as well.

  
KEITH E. IGYARTO  
COL, FI  
Commanding