DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION (MECHANIZED)
FORT HOOD, TEXAS 76544-5000

REPLY TO
ATTENTION OF

AFYB-CG

MAR 22 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity Complaint Procedures

1. Reference:

a. Army Regulation 600-20, Army Command Policy, 7 June 2006.

b. III Corps Command Policy, EO-3, Equal Opportunity Complaint Procedures.

2. Purpose. To define procedures for submitting equal opportunity or sexual harassment complaints that alleges unlawful discrimination or unfair treatment on the basis of race, color, religion, gender or national origin.

3. Applicability. The 4TH Infantry Division will provide equal opportunity and fair treatment without regard to race, color, gender, religion or national origin and provide an environment free from unlawful discrimination and offensive behavior. This policy applies to the following:

a. Soldiers (assigned or attached), family members and DA civilians of the 4TH Infantry Division.

b. Actions both on and off post, during duty and non-duty hours.

c. Working, living and recreational environments (including both on and off-post housing).

4. Rights and Responsibility.

a. Soldiers, family members and 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 Equal Opportunity complaint and appeals process.

b. 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 resolve the issue.

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

c. 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.

d. Leaders will ensure that complainants are protected from reprisal.

5. Policy.

a. Types of complaints.

(1) Informal complaint: Any complaint which an individual does not wish to file in writing. Informal complaints may be resolved directly by the individual, through assistance from the commander or other third party mediation. An informal complaint is not subject to any timeline suspense nor is it reportable. This may be most appropriate for minor infractions when the complainant simply wants the behavior to stop. The informal complaint should be considered as important as the formal complaint. Leaders will follow up on informal complaints and keep the complainant informed until the complaint is resolved.

(2) Formal complaint: A complaint filed in writing and sworn to by the complainant as to the accuracy of the information using DA form 7279-R, Equal Opportunity Complaint Form, Apr 99. Formal complaints require specific actions, are subject to timelines and require documentation of actions taken.

b. Processing of EO complaints through the unit chain of command is strongly encouraged, however, it does not serve as the only channel available to Soldiers to resolve complaints. Complainants retain the option of filing their complaint with alternative agencies. Each of these agencies provide expertise in specific subject areas. Commanders will not prevent Soldiers from using these channels in accordance with the procedures established by each agency.

(1) Higher echelon of complainant's chain of command.

(2) Equal Opportunity Advisor

(3) Inspector General

(4) Chaplain

(5) Provost Marshal

(6) Medical Agency Personnel

(7) Staff Judge Advocate

(8) Chief, Community Housing Referral and Relocation Services Office

c. It is important that all Soldiers, family members and DA civilians serving with the 4th Infantry Division are aware of the channels available for complaint resolution. I encourage you to allow your chain of command the opportunity to resolve your complaint, but I am committed to making my special staff available when needed. Equal Opportunity is everyone's program and a way of life for the great Soldiers of the 4TH Infantry Division.

6. This Command Policy Memorandum supersedes Command Policy Memorandum EO-03, dated 21 June 2004.

JEFFERY W. HAMMOND
Major General, USA
Commanding

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