DEPARTMENT OF THE ARMY
HEADQUARTERS, 15TH REGIMENTAL SIGNAL BRIGADE
606 BARNES AVENUE
FORT GORDON GEORGIA 30905-5729

REPLY TO
ATTENTION OF

ATZH-TB

23 October 2014

MEMORANDUM FOR ALL ASSIGNED AND ATTACHED MILITARY AND CIVILIAN PERSONNEL

SUBJECT: Policy Letter #9: Equal Opportunity / Sexual Harassment Complaint Procedures

1. Reference: AR 600-20, Army Command Policy, 18 March 2008/RAR 20 September 2012.

2. Commanders, managers, and supervisors at all levels are responsible for ensuring the fair treatment of Soldiers and Family Members. We must never allow, condone, or tolerate sexual harassment or discrimination based on race, color, gender, national origin, or religious preference. Every member of this command shares the responsibility of preventing and evaluating behaviors that adversely impact our ability to accomplish our mission.

3. All members of the 15th Regimental Signal Brigade will follow the procedures below when making Equal Opportunity complaints.

a. Equal opportunity and sexual harassment complaints are encouraged to be filed within the chain of command. The Brigade Equal Opportunity Advisor (EOA), Inspector General, Housing Referral Office, Staff Judge Advocate, PMO, CID, Chaplain, and medical personnel may serve as alternative agencies which may accept complaints. Commanders will ensure Soldiers filing a complaint are free from acts or threats of reprisal. Soldiers submitting a complaint must be prepared to provide specifics about their allegation of discrimination or sexual harassment to assist in speedy resolution.

b. There are two types of complaints, Formal and Informal. Complainants will be briefed on the equal opportunity complaint procedures when filing a complaint. The chain of command will strive to resolve all complaints at the lowest level possible within the timelines stated below.

4. **Formal complaint.** As outlined in AR 600-20, Appendix D, complainants have 60 calendar days from the date of the alleged incident in which to file a formal complaint. However, I expect commanders to address all complaints even if they are submitted after 60 days. The commander must accept or refer complaints and act upon them within

three calendar days. Commanders or a commissioned officer must administer an oath to the complainant on DA Form 7279. Commanders will notify the Brigade Equal Opportunity Advisor (EOA) for guidance prior to conducting an inquiry. Commanders or their designated representative must complete the inquiry within 14 calendar days. If an extension is requested and granted (not to exceed 30 calendar days), notify the complainant of the extension. Upon completion, commanders will notify the complainant that they have 7 calendar days to appeal decisions to the next higher commander. The Brigade EOA will follow up on all formal complaints within 30-45 calendar days.

5. **Informal complaint.** Complaint where the complainant does not wish to file in writing may be handled in this manner. There is no time limit, but an informal complaint will be taken just as serious as a formal complaint and handled as soon as possible. Commanders should attempt to keep the complainant's name confidential, however confidentiality cannot be guaranteed.

6. For more information or clarification on the equal opportunity complaint procedures, contact the Brigade Equal Opportunity Advisor at 791-6517.

7. Equal opportunity for everyone is critical to the good order and discipline of this formation. Treating everyone within 15th Regimental Signal Brigade Team with dignity and respect is nonnegotiable.

8. All Soldiers and civilians are expected to comply with this policy. Violation of this policy memorandum by any 15th Regimental Signal Brigade Soldiers provides a basis for disciplinary action under the Uniform Code of Military Justice and/or adverse administrative action.

9. All members of this command will be protected from reprisal or retaliation for filing complaints. No employee or Soldier may take or threaten to take an unfavorable personnel action, or to withhold or threaten to withhold a favorable action, in reprisal against any person for filing a complaint. Should a person be threatened with such an act, or should an act of reprisal occur, it must be reported to the Department of Defense Inspector General (DoD IG). If the allegation is made known to any agency authorized to receive complaints, the agency should refer the complaint to the DoD IG. The DoD

Hotline number is 1-800-424-9098 or DSN 664-8799, and may be used to report threats or acts of reprisal. It is strongly encouraged to simultaneously report such threats or acts to the appropriate chain of command.

Marcus Reese
MARCUS A. REESE
COL, SC
Commanding