



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY SIGNAL CENTER OF EXCELLENCE
AND FORT GORDON
506 CHAMBERLAIN AVENUE
FORT GORDON GEORGIA 30905-5735

ATZH-CG

AUG 21 2012

MEMORANDUM FOR ALL MILITARY AND CIVILIAN PERSONNEL

SUBJECT: Commanding General's Policy Memorandum No.4 – Equal Opportunity (EO)/Sexual Harassment Complaint Procedures

1. Commanders, managers, and supervisors at all levels are responsible for ensuring the fair treatment of Soldiers, Family members and civilians. We must never allow 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.
2. The EO and Sexual Harassment Complaint Procedures are enclosed. The enclosure identifies methods to report discrimination or sexual harassment. The chain of command is the best avenue for addressing these matters. However, military personnel or Family members may also file complaints with the EO Office, Building 25706, or with the Inspector General (IG), Building 33800. The recommended method for civilian employees to file discrimination or sexual harassment complaints is with the Equal Employment Opportunity Office, Room 210, Darling Hall. The Installation EO Office serves as a liaison for Navy, Marines Corps, and Air Force personnel in addition to Army personnel.
3. 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 reprisal, or should an act of reprisal occur, it must be reported to the 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 IG Hotline number is (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.

ATZH-CG

SUBJECT: Commanding General's Policy Memorandum No.4 – Equal Opportunity (EO)/Sexual Harassment Procedures

4. The success of our organization begins and ends with people. Whether we are military or civilian, leaders or those led, we must not condone or ignore illegal, offensive, and demeaning behavior. We must deal with it swiftly and justly if it occurs, and maintain an environment that reflects our standards of excellence.

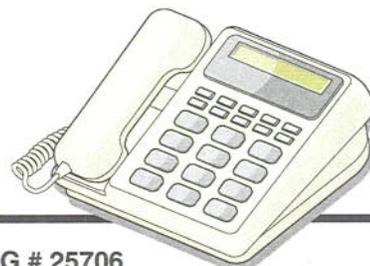
Encl



LAWARREN V. PATTERSON
Major General, USA
Commanding

This memorandum supersedes Commanding General's Policy Memorandum No. 4 - Equal Opportunity (EO)/ Sexual Harassment Complaint Procedures, dated 26 May 2011.

EQUAL OPPORTUNITY / SEXUAL HARASSMENT COMPLAINT PROCESS



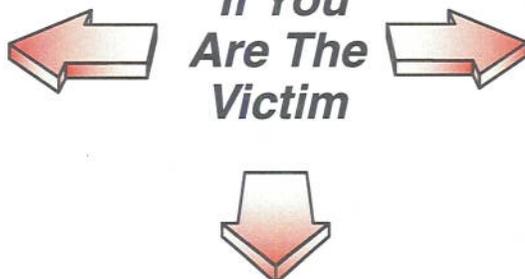
BLDG # 25706

Call the Fort Gordon Equal Opportunity Hot Line to clarify whether an incident or behavior qualifies as sexual harassment or discrimination.

791-3600

Make an informal complaint. Report inappropriate behavior without initiating a full investigation. This may be most appropriate for minor infractions when the victim simply wants the behavior stopped.

If You Are The Victim



If Behavior Persists



File a formal written complaint on a DA Form 7279 with any of the following agencies. Complaints must be filed within 60 days of the incident. Complaints made after 60 days may be pursued at the commander's discretion.



CHAIN OF COMMAND	EQUAL OPPORTUNITY ADVISOR	INSPECTOR GENERAL	HOUSING REFERRAL OFFICE	JUDGE ADVOCATE GENERAL	MILITARY POLICE OR CRIMINAL INVESTIGATOR	CHAPLAIN	MEDICAL AGENCY
------------------	---------------------------	-------------------	-------------------------	------------------------	--	----------	----------------



3 DAYS

Complaints, except those filed with the I.G., must be acted upon within three calendar days. Complaints filed with an agency against a member of the Chain of Command will be referred to the next higher commander in the chain. All formal complaints will be reported within 72 hours to the first General Courts-Martial Convening Authority (GCMCA) in the Chain of Command. Provide a progress report to the GCMCA 20 days after the date on which the investigation commenced and 14 days thereafter until completion.



14 DAYS

The commander or the investigating officer appointed by the commander has 14 calendar days to investigate the allegations. The commander will meet with the victim and the subject(s) of the complaint to discuss the outcome and results. A 30-day extension may be granted from the next higher commander if circumstances require it. Further extensions can be approved only by the first General Officer in the Chain of Command. Complainants must be notified of extensions.



7 DAYS

The complainant and/or subject(s) of the complaint have seven calendar days to appeal to the next higher commander if he or she is dissatisfied with the investigation results or actions taken. That commander has 14 days to act on the appeal and provide written feedback on the results. Final decisions on complaints/appeals not resolved at brigade level rest with the General Courts-Martial Convening Authority.



30-45 DAYS

30-45 days after final decision of the formal complaint (substantiated and unsubstantiated), an assessment is conducted by the Equal Opportunity Advisor to determine the effectiveness of any corrective actions taken and to detect and deter any incidents of reprisal. Reports and recommendations are submitted to the Commander on a DA Form 7279-1 NLT 45 days following final decisions made on complaints.