



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, FIRST ARMY  
1 ROCK ISLAND ARSENAL, BUILDING 68  
ROCK ISLAND, ILLINOIS 61299-8100

AFKA-EO

15 AUG 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #2 - Equal Opportunity (EO) Complaint Processing Procedures

1. First Army is committed to the EO Policy. All Soldiers, family members, and civilians will be provided EO and fair treatment without regard to their race, color, gender, religion, or national origin. As part of this policy, all members have the right to present any complaint or issue to their command without fear, intimidation, harassment, or reprisal. Army Regulation 600-20, Army Command Policy, and Department of Defense (DoD) Directive 7050.6, prohibit any acts of reprisal toward any person providing information that the member reasonably believes or evidences a violation of law or regulation, including sexual harassment or unlawful discrimination. It is the chain of command's responsibility to ensure the complainant and subject(s) are protected from reprisal and retaliation for filing an EO complaint. Appropriate action will be taken against those who violate Army policy. Soldiers who submit a false EO complaint (a complaint containing information or allegations that the complainant knew to be false) are subject to punishment under the Uniform Code of Military Justice.
2. There are two types of EO complaints, informal and formal. An informal complaint is any complaint not filed in writing. It is highly encouraged that these complaints be handled at the lowest level possible, by the individuals involved, or a third party person, mediation or Alternate Dispute Resolution (ADR), or the chain of command. Formal complaints are subject to timelines and require specific actions. Soldiers and Family members have 60 calendar days from the alleged offense date to file a formal complaint. If the complainant exercises his or her right to file a formal complaint, a sworn statement using a Department of the Army (DA) Form 2823 will be submitted along with a DA Form 7279, EO Complaint Form, using his or her EO Advisor.
3. If the complainant feels it is necessary to go outside the chain of command, he or she may go to alternate agencies, which include higher echelons in the chain of command, EO Advisors, Inspector General (IG), Chaplain, Provost Marshal, Medical Agency, Staff Judge Advocate (SJA), the Housing Referral Office, and the Equal Employment Opportunity (EEO) Office. The EO complaint procedures are clearly outlined in Appendix D of AR 600-20, Army Command Policy.
4. Commanders, leaders, supervisors will support the complaint procedure policy and are prohibited from taking any action that would discourage a Soldier or family member from seeking assistance to resolve an issue or from filing an EO complaint.

AFKA-EO

SUBJECT: Policy Memorandum - Equal Opportunity Complaint Processing Procedures

5. Commanders at all levels will publish and post a written command policy statement on complaint procedures. The policy statement will include, commitment to the EO Policy, where and how to file a complaint, and protection from acts or threats of reprisal.

6. It is important that all Soldiers, family members and DA Civilians serving with First Army are aware of the channels available for complaint resolution. I encourage you to allow your chain of command the opportunity to resolve your complaint. I am committed to make my special staff available. EO is everyone's program and a way of life for the great members of First Army.

7. POC for this policy memorandum is the EO Adviser, SFC Evadne Benson at DSN 793-9060.



J. MICHAEL BEDNAREK  
Lieutenant General, US Army  
Commanding

DISTRIBUTION:

Commanders, Divisions

Commanders, Brigades

Senior Army Advisers, Army National Guard

Chief, General and Special Staff Agencies