



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 3rd Battalion 381st Regiment (TS)
310 Armed Forces Drive
GRAND PRAIRIE, TEXAS 75051

AFKR-TTC-BD-DBN

27 April 2004

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: Battalion Policy Letter #3: Equal Opportunity Complaint Procedures

1. References:

- a. Fifth Army Policy Letter, dated 26 Sep 00

2. Equal Opportunity is a readiness issue. Discrimination, actual or perceived, can negatively affect unit cohesion and mission accomplishment. The Army has procedures in place for soldiers to address grievances of sexual harassment and discrimination based on race, color, religion, national origin, or gender. All soldiers, family members, and DA civilians have the right to file an EO complaint without fear of reprisal or intimidation.

3. The chain-of-command is the primary channel for handling EO complaints. There are several alternative agencies that the complainant may file with; however, soldiers are encouraged to surface EO complaints with their supervisors for resolution at the lowest level.

4. If you believe that you have been discriminated against or sexually harassed, there are several courses of action you may take to resolve your complaint.

5. If the offense is minor and you simply want the behavior to stop, you may make an informal complaint. This course of action will resolve the complaint at the lowest level possible. The informal complaint may be resolved directly by the individual, the commander, or the equal opportunity representative (EOR).

6. If the offense is more severe or if the informal complaint doesn't resolve the issue, you may file a formal complaint on DA Form 7279-R (Equal Opportunity Complaint Form). Upon entering the complaint process several actions must be accomplished by the complainant and commander:

- a. Determine the nature of the complaint - Is the complaint based on religion, color, race, national origin, gender, or sexual harassment.
- b. Determine appropriate filing agency - Chain-of-Command, EOA, IG, SJA, PM/CID, Chaplain, Medical Agent, Housing Referral.

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- c. Swear to complaint - This must be done by an officer authorized to administer oaths.
- d. Prepare DA Form 7279-R - This form must be processed through an equal opportunity staff advisor (EOSA).
- e. Obtain copy of complaint - Furnished by the processing EOSA.
- f. Commander's inquiry - Conducted to determine if enough evidence exists to warrant a full investigation.
- g. Feedback to complainant - This is a continuing process to keep the complainant aware of the inquiry/investigation results.
- h. Dissatisfactions with inquiry or investigation - The complainant may elect to appeal to the next higher commander; however, this must be done in writing within seven calendar days.
- i. Report any incident of reprisals - The processing EOSA will conduct a follow-up assessment 30-45 days after the complaint is resolved to determine if any reprisals have taken place.

7. If you have questions about or need assistance in filing an EO complaint, call MAJ Mabry, Battalion Equal Opportunity Representative at (254) 288-7011.

8. Ready and Alert!

FERNANDO GUTIERREZ
LTC, QM
Commanding