



DEPARTMENT OF THE ARMY
HEADQUARTERS, 43D SIGNAL BATTALION
UNIT 29227
APO AE 09014

01 FEB 2005

NETC-SER-BC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #8 - Equal Opportunity Complaint Procedure

1. REFERENCE: AR 600-20, Appendix E, Army Command Policy, dtd 13 May 2002.

1. This policy applies to all 43D Signal Battalion subordinate units, regardless of location, as well as their family members, civilian employees and contract personnel. This policy is to inform all soldiers and civilians assigned or attached of my policy on Equal Opportunity Complaint Procedures.
2. I am fully committed to fair treatment of all members of the battalion and encourage all soldiers, civilians and family members to present complaints of discrimination or sexual harassment to the chain of command. Leaders at all levels will protect this right and ensure complaints receive a thorough and expedient investigation as well as protection from any acts or threats of reprisal.
2. Commanders and supervisors must take aggressive, proactive steps to abolish even the appearance of discrimination or sexual harassment by fully pursuing every complaint. Proper education and established channels of reporting must be incorporated into every leaders program to prevent discrimination and sexual harassment. Complaints are encouraged to follow established procedures for reporting complaints. However, should the complainant feel uncomfortable filing a complaint with his or her chain of command, several alternate agencies are available to include the Equal Opportunity Advisor, Inspector General, Chaplain, Provost Marshal/Criminal Investigation Command (CID), Medical agency personnel, Staff Judge Advocate, Community Housing Referral, or the next higher echelon of command.
3. AR 600-20, Appendix E, addresses the EO/Sexual Harassment complaint processing system. Complaints by civilian personnel alleging discrimination should be handled in accordance with the procedure in AR 690-600. The equal Opportunity Advisor is the expert on processing equal opportunity complaints for military personnel and family members and must be consulted. DA Civilian complaints will be filed through your servicing Equal Employment Opportunity Office.

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4. The proponent of this memorandum is SSG Bussey, Battalion Equal Opportunity Leader at DSN 370-8081.

5. *"Teamwork, Strength, Speed! Always Professional!"*



PHILIP A. HOYLE
LTC, SC
Commanding

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