



DEPARTMENT OF THE ARMY
504TH BRIGADE SIGNAL COMPANY
16TH SPECIAL TROOPS BATTALION
16TH SUSTAINMENT BRIGADE
APO AE 09139

REPLY TO:
ATTENTION OF:

AER-SB-SI

29 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #7, Equal Opportunity Complaint Processing Procedures

1. Soldiers and family members who believe they have been sexually harassed or discriminated against because of race, color, religion, gender, or national origin have the right to file a complaint without fear of reprisal. Our soldiers and their families have the additional right to thorough and expedient investigations of their grievances when they perceive an injustice or incident of unfair treatment.
2. The chain of command has the primary responsibility for processing complaints of discrimination. Although using the chain of command is strongly encouraged, it will not serve as the only channel available to the complainant. Should the complainant feel uncomfortable in filing a complaint with his/her chain of command, or should the complaint be against a member of the chain of command, there are alternate channels available:
 - a) Higher echelon in the chain of command
 - b) Equal Opportunity Advisor
 - c) Inspector General
 - d) Chaplain
 - e) Provost Marshall
 - f) Medical Agencies
 - g) Staff Judge Advocate
3. This command will process all complaints IAW AR 600-20 Appendix E. All leaders will ensure that our soldiers and family members are fully aware of the procedures for having their complaints heard.

A handwritten signature in black ink that reads "Jeffrey R. Blacksher".

JEFFREY R. BLACKSHER
CPT, SC
Commanding