



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
16TH SPECIAL TROOPS BATTALION
UNIT 27503
APO AE 09139

AETS-SBH-CO

R: 9 July 2012
1 October 2011

MEMORANDUM FOR Headquarters and Headquarters Company, 16th Special Troops Battalion

SUBJECT: Command Policy Letter #2: Equal Opportunity (EO) Policy and Complaint Procedures

1. References.

- a. AR 600-20, Army Command Policy, 18 March 2008/ 4 August 2011.
- b. Special Troops Battalion Policy Letter # 2: Command policy Equal Opportunity (EO), dated 25 April 2012.
- c. Special Troops Battalion Policy Letter # 3: Equal Opportunity Complaint Procedures, dated 25 April 2012.

2. Purpose. To establish equal opportunity policy and complaint procedures for all Soldiers assigned or attached to HHC, 16th STB.

3. I am committed to ensuring that all military, civilian and Family members of the HHC, 16th Special Troops Battalion are provided a command climate that guarantees equal opportunity and treatment without regard to their race, color, gender, religion, or national origin. I am particularly committed to ensuring that every activity and function within this command promotes a positive work environment that is free of unlawful discrimination. This policy memorandum reaffirms my commitment to the standards identified in AR 600-20, Chapter 6.

4. Every Soldier, civilian and Family member will be given full opportunity to develop professionally and personally. This command will not tolerate prejudice or unlawful discrimination. I will ensure that we have a command climate that encourages everyone to freely identify and report discrimination without threat of intimidation or reprisal. Any members of the command who believe that they are victims of an EO violation should bring the matter to the chain of command, Equal Opportunity Advisor (EOA), Inspector general, chaplain or Staff Judge Advocate's office.

5. I charge all leaders and direct-line supervisors, regardless of rank, to create and foster an environment of EO. I also charge all leaders to expose, document, and eliminate discriminatory practices, and help the EO program by modeling the behavior they expect their Soldiers and civilian employees to display. Leaders will ensure that everyone in their area of responsibility is treated fairly. Leaders will also ensure that living and work environments are free from unlawful

AETS-SBH-CO

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discrimination. A command free from equal opportunity violations contributes immensely to the unit's cohesion and combat effectiveness.

6. Complaint Procedures.

a. All personnel must be aware of discriminatory behavior. I encourage everyone to report, without fear of intimidation, reprisal or harassment, any such discrimination promptly through their Chain of Command, unit EO Representative, 16th STB's EOA, chaplain, Inspector General, Provost Marshal, Criminal Investigation Division, medical agencies, Staff Judge Advocate and Housing referral agencies as listed in AR 600-20, Appendix D – 1a(2).

b. Individuals have the responsibility to attempt to resolve a complaint by first informing the alleged offender that the unwanted offensive behavior must stop. This may not always be possible. If the behavior does not stop, I encourage unit members to use the chain of command when making a complaint. The leader receiving the complaint will immediately notify the First Sergeant or me of the complaint and provide the command an opportunity to take appropriate actions. All must exercise caution to submit only legitimate complaints and avoid unfounded or reckless charges.

c. Upon notification, a formal interview with the complainant will follow to evaluate the validity of the complaint.

d. The complainant will be notified within four working days whether I have accepted or rejected the complaint, and what further action I anticipate taking.

e. An informal complaint is any complaint that a Soldier, Family member or civilian employee does not wish to file in writing. In attempt to solve the problem at the lowest possible level, it may not be necessary to involve the commander in the resolution of such informal complaints. The complaints may be resolved by the individual, another unit member or a person in the complainant's chain of command. Informal complaints are no less important than a formal complaint: the goal is always to stop the unwanted offensive behavior.

f. A formal complaint must be submitted in writing on a DA Form 7279-R with a sworn statement. The complainant must identify the alleged concern, provide names of parties involved and names of witnesses, describe the incident, the date(s) of occurrence(s) and state the EO basis of the complaint. Soldiers, Family members and civilians have 60 calendar days from the date of the alleged incident in which to file a formal complaint.

g. Interference with Complaints. Individuals may make complaints without fear of restraint, interference or reprisal. Anyone who attempts to interfere, influence or coerce an individual making a complaint may be subject to disciplinary action.

7. This policy letter is directive in nature. Violators are subject to action under the Uniform Code of Military Justice.

AETS-SBH-CO

SUBJECT: Command Policy Letter #2: Equal Opportunity (EO) Policy and Complaint Procedures

8. The Point of contact for this memorandum is the undersigned at DSN: 314-469-8029, gerson.s.ramirez.mil@mail.mil

A handwritten signature in black ink, appearing to read "Gerson S. Ramirez". The signature is fluid and cursive, with the first name being the most prominent.

GERSON S. RAMIREZ

CPT, LG

Commanding