**DEPARTMENT OF THE ARMY**
**JOINT TASK FORCE GUANTANAMO**
**525TH MILITARY POLICE BATTALION (I/R)**
**APO AE 09522-9998**

REPLY TO
ATTENTION OF

ARSO-GTC-CO

18 July 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity Complaint Procedures (Policy Number 4)

1. References:

a. AR 600-20, Army Command Policy, (RAR) 20 September 2012

b. DA PAM 600-15, Extremist Activities, 1 June 2000

c. TC 26-6, Commander Equal Opportunity Handbook, 1 April 2005

d. JTF-GTMO Policy Letter 10.1, 7 July 2014

2. The purpose of this policy is to define procedures for submitting equal opportunity complaints that allege unlawful discrimination or unfair treatment based on race, religion, gender, national origin and/or sexual orientation.

3. Soldiers and Family Members have the right to present a complaint to the command without fear of intimidation, reprisal, or harassment. Every member will receive assistance when submitting a complaint.

4. Attempts should be made to solve the problem at the lowest possible level within the organization. When an incident is brought forward by a complainant, commanders will take immediate action to conduct a thorough and fair inquiry and deal with incidents appropriately.

5. Two types of complaints may be filed – informal or formal:

a. An informal complaint is any complaint that a Soldier or Family Member does not wish to file in writing. Informal complaints may be resolved directly by the individual, with the help of another unit member, the commander, or other person in the complainant's chain of command. An informal complaint is not subject to time suspense nor is it reportable.

b. A formal complaint is one that a complainant files in writing and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines and require documentation of the actions taken.

6. Processing EO complaints through the unit chain of command is strongly encouraged. However, it does not serve as the only channel available to Soldiers and Family Members to resolve complaints. Commanders will not preclude anyone from using these channels in accordance with the procedures inherent/established by these agencies:

a. Someone in a higher echelon of the complainant's chain of command

b. Inspector General

c. Chaplain

d. Medical agency personnel

e. Staff Judge Advocate

f. Chief, Community Housing Referral and Relocation Services Office

7. All Soldiers assigned or attached to the 525th Military Police Battalion (I/R) will receive annual training on the Army's Equal Opportunity Complaint and Appeals Process.

8. Anyone needing assistance with the Equal Opportunity Complaint Procedure may contact the 525th MP Battalion (I/R) Equal Opportunity Leader, SSG House at Brandon.D.House@jtfgtmo.southcom.mil or DSN: 660-3770.

JOHN A. FIVIAN
LTC, MP
Commanding

DISTRIBUTION:
HHC, 525th Military Police Battalion (I/R)
189th Military Police Company (I/R)
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