



DEPARTMENT OF THE ARMY
2ND BATTALION, 6TH AIR DEFENSE ARTILLERY
1612 RANDOLPH ROAD
FORT SILL, OKLAHOMA 73503

REPLY TO
ATTENTION OF:

ATSA-TPY

25 AUG 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #3 - Equal Opportunity Complaint Procedures and Harassment Prevention and Response Program

1. References:

- a. AR 20-1, Inspector General Activities and Procedures, 29 November 2010
- b. AR 600-20, Chapter 6, Army Command Policy, 6 February 2025

2. Applicability. This policy memorandum applies to all Soldiers, dependents, and civilian employees within 2nd Battalion, 6th Air Defense Artillery Regiment both on and off post, during duty and non-duty hours, and in working, living, and recreational environments.

3. GENERAL: The complaint process plays a major role in implementing the EO program. All personnel must encourage Soldiers to use their chain of command to resolve grievances. Commanders, with the assistance of the Noncommissioned Officers, will ensure their Soldiers are fully aware of the procedures for obtaining redress of complaints including those against the chain of command.

4. COMPLAINT PROCEDURES: The Commander who receives the complaint should follow the following steps:

a. Informal Complaint. An informal complaint is any complaint that a Soldier or Family Member does not wish to file in writing. The individual, another unit member, or person in the complainant's chain of command may resolve these complaints. Informal complaints are not subject to timelines and are not reportable.

b. Formal Complaint.

(1) Sworn Statement. The complainant will submit a sworn statement on a DA form 7279-R (Equal Opportunity Complaint Form). Commanders have authorization to administer the oath.

(2) Written Feedback. The complainant will receive written feedback from his or her Commander on DA Form 7279-R, Parts II and III. Written feedback may state that the command will consider appropriate actions, but it will not delineate the specific actions. The Commander should meet with the complainant to present previous written

feedback and discuss the findings of the investigation and action to resolve the complaint.

(3) Alternate Agencies. Although using the chain of command is strongly encouraged, it will not serve as the only channel available for the complaint. Should the complainant feel uncomfortable filing a complaint with his/her chain of command or should the complaint be against a member of the chain of command, the below listed agencies serve as alternate channels available to the complainant:

- i. Higher echelon in the chain of command.
- ii. Brigade Equal Opportunity Advisor.
- iii. Inspector General.
- iv. Chaplain.
- v. Provost Marshall/Criminal Investigation Division (CID).
- vi. Medical agencies.
- vii. Staff Judge Advocate.

(4) Timelines. The complainant has 60 days from the date of the alleged incident to file a complaint.

- i. If the receiving agency decides not to investigate the complaint, it must be referred to another agency or to the next higher appropriate commander within three (3) calendar days.
- ii. The Commander has 14 calendar days from the date of receipt to investigate or refer the case to a higher echelon.
- iii. The Commander may obtain a 30-calendar day extension in writing from the next higher commander.
- iv. Additional extensions must be approved in writing by the first general officer in the chain of command.

(5) Appeals. If the complainant is unsatisfied with the results of the investigative findings, he or she must appeal within seven (7) calendar days.

(6) Follow-up Assessments. A follow-up on all formal complaints will be conducted and recorded on DA Form 7279-1-R. The Battalion Equal Opportunity Advisor will conduct assessments for all formal complaints. This process will be conducted 30-45 days after final decision and filed with the original complaint form.

5. As the Commander, I am committed to preventing and eliminating harassment (including hazing, bullying, discriminatory harassment, online misconduct, and other misconduct). Commanders at all levels are responsible for eliminating harassment within their formations. Harassment has a negative impact on readiness and the physical or mental injury caused by harassment damages the medical readiness of the force. It further destroys trust and cohesion among Soldiers and erodes the foundation of the Army values and Warrior Ethos.

6. In accordance with reference "1a" above, paragraph 4-19a. Harassment consists of:

a. Hazing. A form of harassment that includes conduct through which Soldiers or Department of the Army (DA) Civilian employees (who haze Soldiers), without a proper military authority or other governmental purpose but with a nexus to military service, physically or psychologically injures or creates a risk of physical or psychological injury to Soldiers for the purpose of: initiation into, admission into, affiliation with, change in status or position within, or a condition for continued membership in any military or DA Civilian organization. Hazing can be perpetrated using electronic devices or communications, and by other means including social media, as well as in person.

(1) Hazing is evaluated by a reasonable person standard and includes, but is not limited to, the following when performed without proper military authority or other governmental purpose:

- i. Any form of initiation or congratulatory act that involves physically striking, beating, paddling, whipping, or burning another person in any manner or threatening to do the same.
- ii. Pressing any object into another person's skin, regardless of whether it pierces the skin, such as "pinning" or "tacking on" of rank insignia, aviator wings, jump wings, diver insignia, badges, medals, or any other object.
- iii. Oral or written berating of another person with the purpose of belittling or humiliating.

b. Bullying. A form of harassment that includes acts of aggression by Soldiers or DA Civilian employees, with a nexus to military service, with the intent of harming a Soldier either physically or psychologically, without proper military authority or other governmental purpose. Bullying is the exposure of an individual or group to physical and/or emotional aggression with the intent to cause distress or harm. Bullying may involve the singling out of an individual from his or her coworkers, or unit, for ridicule because he or she is considered different or weak. It often is indirect or subtle in nature and involves an imbalance of power between the aggressor and the victim. Bullying can be conducted using electronic devices or communications, and by other means including social media, as well as in person.

(1) Bullying is evaluated by a reasonable person standard and includes, but is not limited to, the following when performed without a proper military authority or other governmental purpose:

i. Physically striking another person in any manner or threatening to do the same.

ii. Intimidating, teasing, name calling, mockery, threats of violence, harassment, taunting, social exclusion, isolating, manipulating, blackmailing, and spreading rumors in which there is often a power differential, whether by rank, position, physical stature, social standing or other measures, between the aggressor (one or more) and the victim (one or more).

iii. Discriminatory harassment. A form of harassment that is unwelcome conduct based on race, color, religion, sex, national origin, or sexual orientation. Harassment is prohibited in all circumstances and environments, including off duty and "unofficial" unit functions and settings. Harassment is not limited to superior-subordinate relationships. They may occur between peers or, under certain circumstances, may involve actions directed toward senior personnel by those junior in rank, grade, or position to them. Incidents involving sexual assault, harassment, or discrimination must be addressed in accordance with the full display of laws, regulations, and policies pertaining to such allegations. In all cases, appropriate responding and investigative procedures will be followed.

c. Acts of misconduct. Misconduct may or may not meet the definitions above for hazing or bullying yet may violate the dignity and respect of others. Additionally, acts of reprisal or retaliation, as defined in reference 1a above, paragraph 5-11 or other policy, regulation, or law, and/or violations against persons as outlined in the Uniform Code of Military Justice may violate the provisions of this paragraph.

(1) Online misconduct. The use of electronic communication to inflict harm. Electronic communication is the transfer of information (signs, writing, images, sounds, or data) transmitted by computer, phone, or other electronic devices. Electronic communications include, but are not limited to text messages, emails, chats, instant messaging, screensavers, blogs, social media sites, electronic device applications, and Web/video conferencing. Examples of online misconduct include, but are not limited to hazing, bullying, harassment, discriminatory harassment, stalking, retaliation, or any other types of misconduct that undermines dignity and respect. When using electronic communication devices, Army personnel should apply "Think, Type, and Post": 'Think' about the message being communicated and who could potentially view it; "Type" a communication that is consistent with Army values; and "Post" only those messages that demonstrate dignity and respect for self and others.

7. Commanders and leaders are to reinforce a climate where current and future Army personnel, including Soldiers and DA Civilian employees understand that online

misconduct is inconsistent with Army values and where online-related incidents are prevented, reported, and where necessary addressed at the lowest possible level.

8. Personnel experiencing or witnessing online misconduct should promptly report matters to the chain of command/supervision. Alternative avenues for reporting and information include Family Support Services, Military Equal Opportunity (MEO), Equal Employment Opportunity (EEO), Sexual Harassment/Assault Response and Prevention, and Army Law Enforcement.

9. Victims of harassment and maltreatment are encouraged to report incidents to their chain of command and/or the unit Equal Opportunity Leader or Advisor. These incidents may be investigated by the chain of command. All complainants will be protected from acts or threats of reprisal.

10. The Battalion Equal Opportunity Leader is available to Commanders, staff, and supervisors as well as Soldiers to assist them in resolving complaints. The Equal Opportunity Leader will utilize the chain of command to the maximum extent in resolving EO problems. The responsibility for processing complaints of a discriminatory nature, as outlined by AR 600-20, belongs to the Commander.

11. In all instances, the chain of command is the primary channel through which complaints are resolved. Regarding EO grievances, the primary function of the EO staff is to forward the grievance to the appropriate level of the chain of command; in addition, the EO staff will monitor the status of the grievance and ensure that the complainant receives proper redress.

12. Point of contact for this memorandum is the undersigned at
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