



DEPARTMENT OF THE ARMY
2ND BATTALION, 6TH AIR DEFENSE ARTILLERY
1614 RANDOLPH ROAD
FORT SILL, OKLAHOMA 73503

REPLY TO
ATTENTION OF:

ATSA-TPY

19 June 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 3 - Equal Opportunity Complaint Procedures

1. References:

a. AR 20-1, Inspector General Activities and Procedures, 1 February 2007

b. AR 600-20, Chapter 6, Army Command Policy, 18 March 2008

2. **PURPOSE:** This policy prescribes the procedures to be utilized by all members of the chain of command when handling EO complaints involving members of the 2nd Battalion, 6th Air Defense Artillery Regiment.

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. These complaints may be resolved by the individual, another unit member, or person in the complainant's chain of command. 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 are authorized 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:

- (a) Higher echelon in the chain of command.
- (b) Battalion/Brigade Equal Opportunity Advisor.
- (c) Inspector General.
- (d) Chaplain.
- (e) Provost Marshall/Criminal Investigation Command.
- (f) Medical agencies.
- (g) Staff Judge Advocate.
- (h) Housing Referral Office.

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

(a) 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.

(b) The Commander has 14 calendar days from the date of receipt to conduct an investigation or refer the case to a higher echelon.

(c) The Commander may obtain a 30 calendar day extension in writing from the next higher commander.

(d) Additional extensions must be approved in writing by the 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.

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5. The Battalion Equal Opportunity Advisor is available to Commanders, staff, and supervisors as well as Soldiers to assist them in resolving complaints. The Equal Opportunity Advisor 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.

6. In all instances, the chain of command is the primary channel through which complaints are resolved. With regard to 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 a proper redress.

A handwritten signature in black ink, appearing to read 'C. Lee', with a large, stylized flourish above the name.

CEDRIC G. LEE
LTC, AD
Commanding

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