



DEPARTMENT OF THE ARMY
5TH BATTALION, 5TH AIR DEFENSE ARTILLERY REGIMENT
3416 BABCOCK ROAD
FORT SILL, OKLAHOMA 73503

AFVL-RJB-BC

17 June 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 3: Equal Opportunity (EO) Complaint Procedures

1. References. AR 600-20, Army Command Policy 24 July 2020
2. Policy. I am committed to the Army's policy of ensuring Soldiers, Family Members, and DA Civilians are not subject to discrimination. Discrimination will not be tolerated. Furthermore, I will not tolerate any acts of reprisal, or attempts to suppress someone who wishes to file a complaint.
3. Discussion. Any individual who believes they were discriminated against or treated unfairly based on race, color, national origin, sex (gender identity), religion, or sexual orientation has the right to file an EO complaint. Complaints of discrimination can be submitted either informally or formally.
 - a. An informal complaint is a complaint that a complainant does not wish to file in writing. In resolving an informal complaint, members of the command must ensure that the complaint is taken seriously, handled fairly and with sensitivity. Informal complaints may be resolved without the knowledge or direct involvement of the commander. There are no timelines for resolving an informal complaint; however, the complaint must be resolved as quickly as possible.
 - b. A formal complaint is one that a complainant files in writing and swears to the accuracy (sworn statement) of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken. A formal EO complaint will be filed with the Equal Opportunity Advisor using DA Form 7279 (Equal Opportunity Complaint Form). Individuals have 60 calendar days to file a formal complaint from the time that the incident occurred. However, leaders and commanders should investigate formal complaints, even if the 60 days have expired.
4. Upon receipt of the complaint.
 - a. The commander will either conduct an investigation personally or appoint an investigating officer in accordance with the provisions of AR 15-6. Depending on the circumstances of the complaint, the commander may deem it necessary to ask the next higher level of command to appoint the investigating officer. After receipt of the complaint, the commander to whom the complaint was given has 14 calendar days in which to conduct an investigation.

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b. All formal complaints will be reported to the first General Courts-Martial Convening Authority (GCMCA) within 5 calendar days. Additionally, the commander will provide a progress report to the GCMCA 14 days after that date on which the investigation began, and 14 days thereafter until completion.

c. The commander will establish and implement a plan to protect the complainant, any named witnesses, and the subject from acts of reprisal. The plan will include, as a minimum, specified meetings and discussions with the complainant, subject, named witnesses, and selected members of the chain of command and coworkers.

d. All complaints should be handled by the lowest level of the chain of command. However, there will be times when an individual may feel uncomfortable submitting the complaint directly to the chain of command. In such cases, the individual may submit the complaint to the Equal Opportunity Advisor or another support agency. Agencies available to address and process complaints are any brigade or higher Army Equal Opportunity Advisor (EOA), Inspector General (IG), Chaplain, Provost Marshal, Staff Judge Advocate, a higher echelon of the command, and medical agency personnel. Leaders will not preclude or hinder individuals from using these channels for complaint resolution.

5. Proponent. The proponent for this policy is the 31st ADA Brigade Equal Opportunity Office. Point of contact is the Brigade Equal Opportunity Advisor at (580) 558-1090.

DEWAYNE L. DEENER
COL, AD
Commanding