



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL  
455 MCNAIR AVENUE, SUITE 100  
FORT SILL, OKLAHOMA 73503

ATZR-C

OCT 13 2023

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: CG Policy Memorandum #5A, Trust, Teamwork and Cohesion – Military Equal Opportunity (MEO)**

**1. References:**

a. Army Regulation 600-20, Army Command Policy, 24 July 2020

b. Department of Defense (DOD) Directive 1020.02E, Diversity Management and Equal Opportunity in the DoD, 8 June 2015. Incorporating Change 2, Effective 1 June 2018

2. The Fires Center of Excellence and Fort Sill (FCoEFS) adheres to Army Military Equal Opportunity (MEO) Compliance Procedure policies. This memorandum serves as the FCoEFS policy for MEO Complaint Procedures – it applies to all members assigned or attached to Fort Sill, on or off duty, and on or off post.

3. Trust, the foundation of Teamwork and Cohesion, is essential in any organization. Even in training, our lives are frequently in the hands of our fellow Soldiers. All Soldiers at the FCoEFS will live the Army Values and the Soldier's Creed. We always treat others with dignity and respect. You are a professional, a professional athlete warrior in a profession of arms, bearing your national colors every day – be proud; train and act like one.

4. Our goal is that the MEO complaint procedures ensure all complaints are addressed in a fair and effective manner. Attempts should always be made to solve MEO complaints at the lowest level.

a. The MEO complaint processing system.

(1) Basis of Complaints.

(a) Discrimination based on race, color, national origin, religion, sex (to include gender identity and pregnancy), and sexual orientation or harassment

(b) Harassment which includes hazing and bullying (See CG Policy Memorandum #5D).

(c) Discriminatory Harassment based on race, color, national origin, religion, sex (to include gender identity and pregnancy), and sexual orientation or harassment.

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(d) Other acts of misconduct that may or may not meet the definitions of the above, yet may violate the dignity and respect of others.

(e) Online misconduct which is the use of electronic communications to inflict harm that include but are not limited to: hazing, bullying, harassment, discriminatory harassment, stalking, retaliation, or any other types of misconduct that undermines dignity and respect.

## (2) Types of Complaints.

(a) Anonymous Complaints where the complainant remains unidentified may be handled as either an informal or a formal complaint and entered in MEO database, as such. The commander will determine if sufficient information is provided to proceed as either an informal or formal complaint.

(b) Formal complaint is one that a complainant files in writing using a DA Form 7279 and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken.

(c) Informal complaint is one that a Soldier, cadet, or Family member does not wish to file in writing on a DA Form 7279. Informal complaints may be resolved directly by the complainant addressing the offending party, a peer, or another person in or outside the complainant's chain of command or NCO chain of command, or the MEO professional.

5. Prevention of reprisal. DA personnel are prohibited from restricting a Soldier's lawful communication with a Member of Congress or an IG, and from taking acts of reprisal against a Soldier for making, preparing to make, or being perceived as making a protected communication.

a. Reprisal. No person will take an unfavorable personnel action, or withhold or threaten to withhold a favorable personnel action, as a reprisal against a member of the Armed Forces for making or preparing or being perceived as making or preparing to make a protected communication.

6. Prevention of retaliation. No Soldier may retaliate against a victim, an alleged victim, or another member of the Armed Forces based on that individual's reporting or planning to report a criminal offense or discourage the individual from reporting a criminal offense.

7. Retaliation. Any person subject to the UCMJ who wrongfully takes or threatens to take an adverse personnel action, or wrongfully withholds or threatens to withhold a favorable personnel action with the intent to discourage or retaliate against any person for reporting or planning to report a criminal offense, or making, or planning to make a protected communication.

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8. FCoEFS Soldiers work to prevent any form of prejudice or harassment. If they hear or see it going on, they quickly intervene to correct the situation and, if appropriate, report it up the chain of command. Although addressing MEO complaints through the chain of command is advised, it will not serve as the only channel to resolve complaints. They can also report it to the alternative agencies of MEO, Inspector General, Religious Services, Provost Marshal, Medical agency, Staff Judge Advocate, or Housing.

9. The ability to effectively address MEO complaints in a fair manner enhances trust in organization. Trust, Teamwork and Cohesion are essential to our readiness and a positive quality of life. FCoEFS leaders will ensure that our command climate at all levels sustains these three important concepts.

10. Commanders and directorates will afford all Soldiers and Civilians the opportunity to attend the Army Heritage Month activities based on mission requirements.

11. This CG Policy Memorandum supersedes CG Policy Memorandum, ATZR-C 23 August 2022, subject: CG Policy Memorandum #5A, Trust, Teamwork, and Cohesion – EO.

12. The point of contact for this memorandum is the MEO office at (580) 442-6968, Building 2442 Crane Ave. The office hours are 0900-1600 and can be reached 24/7 on the MEO Hotline at (580) 483-6648.



WINSTON P. BROOKS  
Major General, USA  
Commanding

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