



DEPARTMENT OF THE ARMY
HEADQUARTERS EASTERN REGION
UNITED STATES ARMY CADET COMMAND
BUILDING 203, OLD IRONSIDES AVENUE
FORT KNOX, KY 40121-5610

REPLY TO
ATTENTION OF:

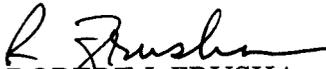
ATOE-PA

15 May 2004

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: Eastern Region Policy Letter 8 - Equal Employment Opportunity (EEO)
Discrimination Complaints**

1. Reference. USAARMC 690-7, Equal Employment Opportunity, 1 August 1985.
2. Purpose. Provide command policy for compliance, commitment to, and support of the EEO Program.
3. Region employment practices will demonstrate full adherence to this letter and Federal Government policy guaranteeing equal employment opportunity to all persons without regard to race, color, religion, sex, national origin, age, physical or mental handicap.
4. Commanders and supervisors will ensure equal opportunity considerations are an inherent part of all decisions that may affect civilian employees.
5. Commanders and supervisors will use aggressive remedial actions to eliminate identified discriminatory practices. Civilian employees who have a complaint of discrimination should contact the Fort Knox Equal Employment Opportunity Officer, telephone 502-624-2545 or any EEO Counselor. The Inspector General, telephone 502-624-7947, is also available for consultation and assistance.
6. A copy of this correspondence will be posted on bulletin boards until superseded.
7. "COMMITTED TO EXCELLENCE!"


ROBERT J. FRUSHA
COL, IN
Commanding

DISTRIBUTION:

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EQUAL OPPORTUNITY / SEXUAL HARASSMENT COMPLAINT PROCESS

Make an informal complaint. Report inappropriate behavior without initiating a full investigation. This may be most appropriate for minor infractions when the victim simply wants the behavior stopped.

If You Are The Victim



CALL THE
EASTERN REGION EQUAL OPPORTUNITY REPRESENTATIVE - SSG MARTINEZ
(502) 624-5762, DSN 464-5762
Martinezc@Knox-rotc.army.mil

If Behavior Persists

File a formal written complaint on a DA Form 7279-R with any of the following agencies. Complaints must be filed within 60 days of the incident. Complaints made after 60 days may be pursued at the commander's discretion.

CHAIN OF COMMAND	EQUAL OPPORTUNITY ADVISOR	INSPECTOR GENERAL	HOUSING REFERRAL OFFICE	JUDGE ADVOCATE GENERAL	MILITARY POLICE OR CRIMINAL INVESTIGATOR	CHAPLAIN	MEDICAL AGENCY
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3 DAYS
Complaints, except those filed with the I.G., must be acted upon within three calendar days. Complaints filed with an agency against a member of the Chain of Command will be referred to the next higher commander in the chain. All formal complaints will be reported within 72 hours to the first General Courts Martial Convening Authority (GCMCA) in the Chain of Command. Provide a progress report to the GCMCA 20 days after the date on which the investigation commenced and 14 days thereafter until completion.

14 DAYS
The commander or the investigating officer appointed by the commander has 14 calendar days to investigate the allegations. The commander will meet with the victim and the subject(s) of the complaint to discuss the outcome and results. A 30-day extension may be granted from the next higher commander if circumstances require it. Further extensions can be approved only by the first General Officer in the Chain of Command. Complainants must be notified of extensions.

7 DAYS
The complainant and/or subject(s) of the complaint have seven calendar days to appeal to the next higher commander if he or she is dissatisfied with the investigation results or actions taken. That commander has 14 days to act on the appeal and provide written feedback on the results. Final decisions on complaints/appeals not resolved at brigade level rest with the General Courts Martial Convening Authority.

30-45 DAYS
30-45 days after final decision of the formal complaint (substantiated and unsubstantiated), an assessment is conducted by the Equal Opportunity Advisor to determine the effectiveness of any corrective actions taken and to detect and deter any incidents of reprisal. Reports and recommendations are submitted to the Commander on a DA Form 7279-1-R NLT 45 days following final decisions made on complaints.