



Reply to
Attention of:

DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION AND FORT CARSON
6105 WETZEL AVENUE, BUILDING 1435
FORT CARSON, COLORADO 80913-4289

COMMAND POLICY
EO--02

APR 27 2012

AFYB-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Carson Equal Opportunity (EO) and Sexual Harassment Complaint Processing System

1. The equal opportunity and sexual harassment complaint processing systems provide a means to address complaints that allege unlawful discrimination or unfair treatment on the basis of race, color, gender, religion, and national origin (as well as age and disability for Civilian employees and Family members). I am fully committed to ensuring that every Soldier, Civilian and Family member has the right to present, communicate, and receive assistance when submitting a complaint. This policy applies to all Fort Carson units, commands, activities, and personnel, whether assigned or attached to Fort Carson.
2. Individuals should attempt to resolve complaints by informing the alleged offender that the behavior must stop. When this is not feasible, individuals should advise their chain of command and provide them an opportunity to resolve the issue. Individuals can also seek assistance from Equal Opportunity Advisors and Leaders (EOAs/EOLs), unit SHARP Specialists (for alleged sexual harassment), or civilian Equal Employment Opportunity (EEO) Specialists.
3. Soldiers and Family members may file a complaint. An informal complaint is not subject to time suspense and is not filed in writing. Formal complaints must be filed, in writing, within 60 days calendar days of an incident. If a formal complaint is received after 60 calendar days, the commander has the discretion to consider the complaint. A formal complaint requires the commander to notify their respective General Court Marshal Convening Authority (GCMCA) within 72 hours of receipt of the complaint. Commanders will consult with their servicing EOA or unit Brigade SHARP Specialist when handling informal and formal complaints. Commanders will ensure that complainants and witnesses are protected from reprisal and retaliation.
4. Civilian employees may file an EEO complaint within 45 days of an incident of alleged discrimination with the Fort Carson EEO office. Additional information regarding the Civilian EEO complaint process can be found at www.carson.army.mil/EEO.
5. The 4th Infantry Division Equal Opportunity (EO) and SHARP office is the proponent for EO and SHARP complaints and can be contacted at 719.526.4304/4305. The Equal Employment Opportunity (EEO) office is the proponent for Civilian employee concerns and can be contacted at 719.526.4413/0294.

JOSEPH ANDERSON
Major General, USA
Commanding

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