

**MAKE AN INFORMAL COMPLAINT. REPORT INAPPROPRIATE BEHAVIOR WITHOUT INITIATING A FULL INVESTIGATION. THIS MAY BE MOST APPROPRIATE FOR MINOR INFRACTIONS, WHERE COMPLAINANT SIMPLY WANTS BEHAVIOR STOPPED.**

# EO COMPLAINT PROCESS

**IF YOU ARE THE COMPLAINANT**



**FILE A FORMAL WRITTEN COMPLAINT (DA FORM 7279) WITH ANY OF THE FOLLOWING PEOPLE OR AGENCIES. COMPLAINTS MUST BE FILED WITHIN 60 DAYS OF INCIDENT- THOSE FILED AFTER 60 DAYS MAY BE PURSUED AT COMMANDERS DISCRETION**

**LTC WILSON 719-323-3759  
MSG CAPAZ 719-524-2441  
SFC WELLS 719-526-4305  
SFC JANSON 719-526-4304  
OFFICE 719-526-4305/4304**

**IF BEHAVIOR PERSIST**

Chain of Command	Equal Opportunity Advisor	Inspector General	Housing referral Office	Military Police or Criminal Investigation	Chaplain	Medical Agency
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**3 days**

COMPLAINTS, EXCEPT THOSE FILED WITH THE IG, MUST BE ACTED UPON IN 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. A DESCRIPTION OF THE ALLEGATION MUST BE FORWARDED TO THE FIRST OFFICER IN THE CHAIN OF COMMAND WITH GENERAL COURT-MARTIAL CONVENING AUTHORITY WITHIN 72 HOURS OF THE FILING OF A FOMAL COMPLAINT.

**14 days**

THE COMMANDER OR THE INVESTIGATION OFFICER APPOINTED BY THE COMMANDER HAS 14 CALENDAR DAYS TO INVESTIGATE THE ALLEGATIONS AND MEET WITH THE COMPLAINANT 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.

**7 days**

THE COMPLAINANT HAS 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 COMPLETE THE INVESTIGATION. FINAL DECISION ON COMPLAINTS REST WITH THE GENERAL COURT-MARTIAL CONVENING AUTHORITY.

**30-45 days**

30 DAYS AFTER FINAL DECISION ON THE COMPLAINT, AN ASSESSMENT IS CONDUCTED BY THE EQUAL OPPORTUNITY ADVISOR ON ALL EQUAL OPPORTUNITY COMPLAINTS (SUBSTANTIATED AND UNSUBSTANTIATED) TO DETERMINE THE EFFECTIVENESS OF ANY CORRECTIVE ACTIONS TAKEN AND TO DETECT AND DETER ANY INCIDENTS OR REPRISAL. REPORT AND RECOMMENDATION ARE SUBMITTED TO COMMANDER ON DA FORM 7279-1-R NLT 45 DAYS FOLLOWING FINAL DECISION MADE ON COMPLAINT.

**STEADFAST AND LOYAL**