DEPARTMENT OF THE ARMY
HEADQUARTERS, 7TH INFANTRY DIVISION & FORT CARSON
6101 WETZEL AVENUE, BLDG. 1430
FORT CARSON, COLORADO 80913-4145

REPLY TO
ATTENTION OF

AFZC-CG

1 November 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Carson Equal Opportunity Complaint Procedures Policy #4

1. REFERENCES.

a. AR 600-20, Army Command Policy, Appendix E, 13 May 2002.
b. Training Circular 26-6, Commander's Equal Opportunity Handbook.

2. PURPOSE. To establish policy on equal opportunity complaint procedures.

3. APPLICABILITY. This policy applies to all Fort Carson units, commands, activities, and personnel, whether assigned or attached to Fort Carson. If outside commands or other parent organizations establish conflicting policies, such policies may apply on Fort Carson only if approved by me.

4. FORT CARSON EQUAL OPPORTUNITY COMPLAINT PROCEDURES POLICY.

a. Discrimination and sexual harassment are problems for the individuals affected, and they negatively impact unit morale and readiness. Soldiers and their family members assigned to Fort Carson have the right to register complaints without fear of intimidation, reprisal or harassment.

b. Complainants should bring concerns and complaints to the chain of command. If a soldier or family member feels uncomfortable dealing with the chain of command, other channels are available such as Equal Opportunity, the Inspector General, Chaplain, Provost Marshal, Criminal Investigation Command, Medical agencies and the Staff Judge Advocate.

c. Members of the chain of command must remember soldiers and family members have the right to come forward with their concerns. Absolutely no form of reprisal (subtle or blatant) will be taken against those who come forward. Anyone proved to have taken reprisal against a complainant, will be punished IAW an appropriate non-judicial or judicial measure.

d. Soldiers and family members must remember the final resolution authority for all complaints is the chain of command. Complainants must also keep in mind the resolution system is fair to everyone involved. Not all discrimination is easily recognized or easily proven, but the chain of command will address what is brought to its attention.

e. An informal complaint is any complaint an individual does not wish to file on a written form. There are no time restrictions on conducting an inquiry or investigation for informal complaints. Informal complaints may be resolved directly with the individual addressing the perpetrator, by addressing it with the Equal Opportunity Representative (EOR), or addressing it with the chain of command. The chain of command will resolve complaints brought to their attention as quickly as possible. Complainants are encouraged

to exhaust the informal process before utilizing formal procedure.

f. A formal complaint is any complaint that an individual wishes to file on a written form. With the assistance of an Equal Opportunity Advisor (EOA), complainants provide details of an allegation and make a sworn statement on this information. Formal complaints should be brought forward within 60 days of an incident. If a longer time has elapsed, it is the Commander's discretion to determine the processing or dismissal of the complaint. Once received, the commander has 14 calendar days to conduct an inquiry or investigation and provide written feedback to the complainant. The complainant has 7 days to appeal results of the inquiry or investigation to the next level of command, up to the Installation Commander.

g. Commanders have the full range of administrative actions available to them to deal with offenders of Army policy on equal opportunity and prevention of sexual harassment. In addition, violators of Army policies on equal opportunity and prevention of sexual harassment, whose conduct violates a punitive article of the UCMJ, may be charged and prosecuted.

h. Integrity is vital to maintain the value of the equal opportunity program. Soldiers who knowingly submit a false equal opportunity complaint (a complaint containing information or allegations that the complainant knew to be false) may be punished under the UCMJ.

5. SUPERSESSION. This policy letter supersedes Commanding General Policy File #5 dated 1 January 2001.

6. EXPIRATION. This policy letter will remain in effect until superseded or rescinded.

7. POC for this policy is EO, 526-9487/3385.

ROBERT W. MIXON, JR.
Major General, USA
Commanding General

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