DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO
ATTENTION OF

IMBV-EO

12 August 2016

MEMORANDUM FOR US Army Fort Belvoir Personnel

SUBJECT: Fort Belvoir Policy Memorandum #6, Equal Opportunity Complaint Processing Procedures

1. REFERENCE. Army Regulation 600-20 (Army Command Policy), 6 November 2014.

2. PURPOSE. To provide policy and guidance to all Fort Belvoir personnel on Equal Opportunity (EO) Complaint Procedures.

3. APPLICABILITY. This policy statement applies to all Fort Belvoir military personnel and their Family members.

4. POLICY. Soldiers and their Family members have the right to file complaints of discrimination and/or reprisal if they believe they have been discriminated against either on or off post because of race, color, religion, gender, national origin, or sexual orientation.

5. PROCEDURES.

a. Individuals will attempt to resolve complaints informally by speaking to the offender and providing the chain of command an opportunity to resolve the issue. Although using the chain of command is strongly encouraged, it will not serve as the only channel available to the complainant. Alternate channels are listed in AR 600-20 for Soldiers.

b. Civilians should refer to AR 690-600 for processing procedures or contact the Equal Employment Opportunity (EEO) Office at 703-805-2006.

c. If a complaint cannot be resolved informally, a formal complaint will be documented on DA Form 7279-R and must be reported to the EO office within 72 hours and processed IAW AR 600-20. Any commissioned officer is authorized to administer the oath for EO complaints. If the complaint is against the commander or members of the Chain of Command, it will be directed to a higher echelon commander in the individual's chain or the Installation Equal Opportunity Office.

d. Department of the Army personnel are prohibited from taking acts of reprisal against any Soldier for filing a complaint of unlawful discrimination or sexual harassment

(DoD Directive 7050.06). Soldiers that are threatened with such an act, or should an act occur, must report these circumstances to the DoD Inspector General utilizing the DoD IG Hotline (1-800-424-9098).

6. PROPONENT. The proponent for this policy is the Equal Opportunity (EO) Office, at (703) 805-2288.

ANGIE K. HOLBROOK
Colonel, AG
Commanding