



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY  
U.S. ARMY MILITARY DISTRICT OF WASHINGTON  
JOINT FORCE HEADQUARTERS-NATIONAL CAPITAL REGION  
102 3RD AVENUE, BLDG 39, SUITE 2  
FORT LESLEY J. MCNAIR, DC 20319-5031**

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JUL 01 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter – Equal Opportunity (EO) Complaint Procedures – Memorandum #4

1. REFERENCE. AR 600-20, Army Command Policy.
2. PURPOSE. To provide guidance to Joint Force Headquarters – National Capital Region (JFHQ-NCR) and U.S. Army Military District of Washington (USAMDW) personnel on EO Complaint Procedures.
3. APPLICABILITY. These procedures are applicable to all Service members assigned to and/or under the operational control of JFHQ-NCR/USAMDW and Family members.
4. POLICY. In accordance with guidelines set forth in AR 600-20, Chapter 6 and Appendix D of the reference, members of this command have the right to present, without fear of intimidation, acts of reprisal or harassment, complaints alleging acts of discrimination.
5. PROCEDURES.
  - a. The EO complaints processing system addresses complaints that allege sexual harassment, or unlawful discrimination or unfair treatment on the basis of race, color, religion, gender and national origin. Members of the chain of command will ensure the complainant, any named witnesses, and the subject are protected from acts of reprisal or retaliation. All efforts should be made to resolve EO complaints at the lowest possible level within the organization.
  - b. I encourage the processing of EO complaints through the chain of command; however, other channels involving “alternate agencies” as set forth in Appendix D of the reference, are also available. Commanders will ensure military personnel and Family members are aware of alternative reporting agencies, including higher echelons in the chain of command, equal opportunity advisors, inspectors general, chaplains, provost marshals, medical agencies, staff judge advocates and housing referral offices.
  - c. Commanders, alternative agencies and complainants will follow the procedures outlined in Appendix D of the reference, when filing equal opportunity complaints. Formal EO complaints are documented on DA Form 7279 (Equal Opportunity Complaint Form) and must be reported to the MDW Equal Opportunity office within 72 hours. Additionally, the commander will provide the MDW Equal Opportunity office with the progress of the complaint 14 calendar days after receipt of the complaint and 14 calendar days thereafter until complete.

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6. PROPONENT. The USAMDW EO Office is the proponent for this JFHQ-NCR/USAMDW policy letter. The point of contact is the USAMDW EO Program Manager, at (202) 685-3357 or DSN 325-3357.

A handwritten signature in black ink, appearing to read 'Jeffrey S. Buchanan', with a long horizontal flourish extending to the right.

JEFFREY S. BUCHANAN  
Major General, US Army  
Commanding

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