

POLICY OR PRECEDENT

SUBJECT:

Date: 11 Jun 13

Equal Opportunity Complaint Process

POLICY NUMBER	ORIGINATING SECTION	ORIGINATOR	PHONE
03-2009	AOJK-GRP	MSG Ramos	2-3600

APPROVED BY:  MIGUELA CORREA, COL, SF, Commanding

1. **PURPOSE.** To establish the 1st SWTG(A) Equal Opportunity complaint procedures process for military personnel, their family members, and Department of the Army civilians who are assigned, attached, or on temporary duty to the 1st SWTG(A).

2. **REFERENCES.** AR 600-20, Army Command Policy, chapter 6, 18 MAR 08;
USASOC Equal Opportunity Complaint Process, Policy 19-04, 7 JAN 04;
USAJFKSWCS Military Equal Opportunity Complaint Process, Policy 19-07, 2 JUL 07.

3. **POLICY.**

a. The Equal Opportunity Complaint Processing System addresses complaints that allege sexual harassment, unlawful discrimination or unfair treatment on the basis of race, color, religion, gender, or national origin. When a DA civilian alleges unlawful discrimination or sexual harassment, that employee should refer to the EEO complaint system process (Encl 1). Military members and their family members who allege unlawful discrimination or sexual harassment, should refer to the EO complaint system process (Encl 2).

c. The EEO/EO complaint process is designed to encourage resolution within the chain of command at the lowest possible level. It is the individual's responsibility to attempt to resolve a complaint by first informing the alleged offender or responsible agency that the behavior or action is perceived as discriminatory and/or sexual in nature and request the behavior to stop.

d. Commanders, supervisors, and managers at all levels will not preclude any Soldier, Family member, or DA civilian from using the EO/EEO complaint system. Additionally, leaders at all levels will ensure that individuals do not experience retribution or reprisals before, during, or after a formal or informal complaint has been filed.

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e. All commanders, supervisors, and managers will cooperate and take actions necessary to prevent and resolve any perceptions or incidents of discrimination and harassment.

4. **EXCEPTION TO POLICY.** None. This policy shall remain in effect until rescinded.

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