



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD, ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATMT-LTB-SD

10 February 2023

MEMORANDUM FOR All personnel permanently assigned and/or attached to the United States Army Student Detachment (USAD)

SUBJECT: Policy Memorandum #4- Treatment of Others

1. References: AR 600-200, Army Command Policy
2. Purpose: Provide command guidance on equal opportunity complaint procedures.
3. Policy:
 - a. Army Regulation 600-20, paragraph 6-2b, prescribes that the United States Army will provide equal opportunity (EO) and fair treatment for military personnel and their Families without regard to race, color, sex (to include gender identity), national origin, religion, or sexual orientation. Paragraph 6-6 delineates the EO complaints processing system.
 - b. Soldiers and Family members have the right to present EO complaints to the command without fear of intimidation, reprisal, or harassment. Department of the Army personnel is prohibited from taking acts of reprisal against any Soldier for filing a complaint of unlawful discrimination or sexual harassment (see DODD 7050.6). I expect members of my command to ensure that complaints are protected from reprisal or retaliation for filing complaints.
 - c. Attempts should always be made to solve the problem at the lowest possible level within an organization. The primary staff office available to aid in resolving EO conflicts is the Equal Opportunity Staff Office (EOSO). Additional staff offices available to assist are the Inspector General (IG), chaplain, provost marshal, staff judge advocate (SJA), medical facility, or housing office. Complaints by civilian personnel alleging discrimination should contact the Equal Employment Opportunity (EEO) Office. I urge Soldiers and Family members to use their chain of command to resolve complaints.
 - d. Complainants have the option of filing a formal or informal complaint. An informal complaint is any complaint that a Soldier or Family member does not wish to file in writing. The individual may directly resolve informal complaints with the help of another unit member, the commander, or others in the complainant's chain of command. Typically, informal complaints can be resolved through discussion, problem identification, and clarification of any issues.

e. A formal complaint is one that a complainant files in writing and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken. Formal EO complaints are filed in writing using a DA Form 7279-R (Equal Opportunity Complaint Form). These complaints are filed with the chain of command or one of the alternative agencies listed in paragraph 3c above. Except in limited circumstances, confidentiality cannot be guaranteed or promised. Complaints filed with the IG will be processed as an IG action request following AR 20-1, IG Activities and Procedures, rather than procedures outlined in AR 600-20.

f. Commanders and alternative agencies will report formal complaints through their chain of command to my office and the EOSO within 72 hours of receipt.

g. Army Regulation 600-20 specifies, "Complainants have 60 calendar days from the date of the alleged incident to file a formal complaint." Complaints received after 60 days will be pursued at my discretion.

h. Army Regulation 600-20 outlines the appeals process. If the complainant perceives the investigation failed to reveal all relevant facts to substantiate allegations or the actions taken by the command were insufficient to resolve the complaint, the complainant has the right to appeal to the next higher commander. The complainant may not appeal the action taken against the perpetrator, if any action is taken. Subjects can appeal to their next higher commander if they perceive the investigation has failed to reveal all relevant facts to prove their innocence. Appeals must be presented in writing within seven calendar days following notification of the results of an investigation.

i. Reprisal is a serious issue, and its effects are devastating to unit cohesion, morale, and command climate. Commanders will ensure that Soldiers filing EO complaints are protected from reprisal or retaliation. Acts or threats of reprisal will be immediately reported to the Fort Jackson Inspector General (IG) at (803) 751-3247/5580 or toll-free at 1 (800) 984-9695. If allegations of reprisal are made to any agency authorized to receive formal EO complaints, the agency should refer the complaint to the Fort Jackson IG. I strongly encourage Soldiers and alternative agencies to simultaneously report such threats of acts to the appropriate chain of command.

4. The point of contact for this memorandum is the undersigned at alfredo.carino-rivera.mil@army.mil or (803) 751-5305 and (803) 348-6146.

ALFREDO CARINO-RIVERA
MAJ, AG
Commanding