



DEPARTMENT OF THE ARMY
HEADQUARTERS, 1ST BATTALION, 62ND AIR DEFENSE ARTILLERY
BUILDING 56022 TEDESCO WAY
FORT HOOD, TEXAS 76544

AFVL-LRB-BC

5 June 2015

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #2, Equal Opportunity (EO) Program

1. REFERENCE.

- a. AR 600-20, Army Command Policy, 6 November 2014
- b. 69th ADA Brigade Command Policy Letter #2, 3 June 2015

2. PURPOSE: To ensure the Soldiers and leaders of the 1ST Battalion, 62D Air Defense Artillery are provided an environment free from unlawful discrimination or offensive behavior.

3. APPLICABILITY. 1ST Battalion, 62D Air Defense Artillery and all units assigned or attached.

4. POLICY.

a. This command is strongly committed to equal opportunity (EO) and the fair treatment of all Soldiers and Family Members without regard to race, color, gender, religion, national origin, or sexual orientation, and will provide an environment free of unlawful discrimination and offensive behavior. Unlawful discrimination and sexual harassment will not be practiced, condoned, or tolerated. This policy applies both on and off post, during duty and non-duty hours. This policy also applies to working, living, and recreational environments (including both on and off-post housing).

b. Commanders at all levels are the EO Officers for their commands. Commanders will familiarize themselves with their responsibilities under the EO Program as detailed in AR 600-20, paragraph 6-3, which include the following:

- (1) Be personally responsible and accountable for the EO climate within their units.
- (2) Develop and implement EO programs for their organizations that enhance unit cohesion, spirit, and morale.
- (3) Upon receipt of an EO complaint, process the complaint in accordance with Appendix D of AR 600-20.
- (4) Identify unlawful discriminatory practices affecting military and civilian personnel and their Family members, initiate corrective actions, and provide follow-up and feedback throughout problem resolution.

c. In conjunction with the EO Program, military personnel must reject participation in extremist organizations and activities. Involvement in these organizations threatens the good order and discipline of this command and will not be tolerated.

e. All personnel should attempt to resolve issues of discriminatory actions at the lowest possible level of command. Individuals are encouraged to elevate their concerns through the chain of command or other agencies when inappropriate or discriminatory behaviors continue after an attempt at resolution, and/ or discriminatory behavior is condoned or encouraged within the chain of command.

f. While personnel should attempt to handle their complaints at the lowest level possible, there may be times when an individual may feel uncomfortable submitting the complaint directly to the lowest level chain of command. In such cases, the individual should submit the complaint directly to the Equal Opportunity Advisor or support agency. Leaders will not preclude or hinder personnel from using these channels.

5. I fully support the EO program and demand the same level of support from my subordinate commanders and leaders at all levels. Each leader must be proactive and use communication, education, and training to ensure maximum awareness of these standards. Reprisals against individuals exercising their EO rights are prohibited.

6. This policy remains in effect until superseded or rescinded.

7. The point of contact for this memorandum is CPT Annie Arauz, Battalion S-1 at annie.m.arauz.mil@mail.mil or at 254-553-7335.



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Commanding