



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 1<sup>ST</sup> BATTALION, 62<sup>ND</sup> AIR DEFENSE ARTILLERY**  
**BUILDING 282, BATTALION AVENUE**  
**FORT HOOD, TEXAS 76544-5000**

AFVL-LRB-BC

18 October 2011

MEMORANDUM FOR 1-62<sup>nd</sup> ADA Battalion Soldiers and Civilians

SUBJECT: Command Policy Letter #4, Equal Opportunity (EO) / Sexual Harassment Complaint Procedures

1. References:

- a. AR 600-20, Army Command Policy, 18 March 2008.
- b. III Corps and Fort Hood Command Policy EO-03, 21 November 2006.
- c. 69th ADA BDE Policy Letter 69-6, 23 September 2008.

2. It is the right of every member in this command to present a sexual harassment or discrimination complaint based on race, color, religion, national origin, or gender without the fear of intimidation, reprisal, or harassment. Acts of reprisal will not be tolerated and the chain of command will ensure fairness and protection as required. All complaints will be thoroughly investigated and resolved in the most expeditious manner possible. Complaint procedures are clearly laid out in AR 600-20, Army Command Policy, and Appendix D.

3. When appropriate, it is recommended that an individual attempt to resolve a complaint by first informing the alleged offender that the behavior must stop. All personnel have the right to use either the chain of command or a number of alternative agencies in an effort to resolve complaints. Alternative agencies include someone in a higher echelon of the chain of command, the Fort Hood EO Office, the Fort Hood EO Hotline (254-287-6242), the Brigade EO Advisor, the Inspector General, the Chaplain, the Military Police, the Staff Judge Advocate, the Housing referral Office and medical authorities.

4. Soldiers who submit a false EO complaint, a complaint containing information or allegations that the complainant knew to be false, may be punished under the UCMJ.

5. Post this policy on unit bulletin boards and ensure it is understood by every member of this command.

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6. Point of contact for this memorandum is the undersigned at (254) 286-6900

*Nitimur in Alta . . . We Aim at High Things!*

AARON J. ROTH  
LTC, AD  
Commanding