



DEPARTMENT OF THE ARMY
HEADQUARTERS, 1ST CAVALRY DIVISION
FORT HOOD, TEXAS 76544



COMMAND POLICY LETTER

AFVA-CG

7 January 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter EO-03, 1st Cavalry Division Policy on Equal Opportunity Complaint Procedures

1. REFERENCE:

- a. DoD Directive 1020.02E, Department of Defense Diversity and Inclusion Management Program, 8 June 2015.
- b. AR 600-20, Chapter 4, Army Command Policy, Chapter 6, Appendix D, Rapid Action Revision (RAR) issue date: 6 November 2014.
- c. DoD Directive 1350.2, Department of Defense Military Equal Opportunity Program, 18 August 1995, certified current as of 21 November 2003.

2. **APPLICABILITY.** This policy applies to all personnel assigned or attached to the 1st Cavalry Division.

3. Complaint Procedures.

a. The EO Program has a system in place to address complaints that allege unlawful discrimination or unfair treatment based on race, color, sex, religion, sexual orientation or, national origin. Each individual has a right to present a complaint to the command without fear of intimidation, reprisal, or harassment.

b. Individuals are encouraged to resolve issues at the lowest possible level within their organization. Although processing complaints through the unit chain-of-command is strongly encouraged, other channels are available to resolve such matters. If the complainant should feel uncomfortable filing a complaint with his or her chain-of-command, he or she may seek assistance from the Equal Opportunity Advisor, Chaplain, Inspector General, Provost Marshal, Medical Agency Personnel or the Staff Judge Advocate.

c. Complainants may file either an informal or formal complaint. However, only Equal Opportunity Advisors can receive and process formal complaints. Regardless of the type of complaint filed, the agency that receives the complaints will tell the complainant what role the

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agency has and how the complaint will be processed. Additionally, they will assist the commander in resolving the complaint at the lowest level possible.

d. Commanders who receive complaints will contact their supporting Equal Opportunity Advisor for guidance and assistance with the complaint process. Commanders will notify their respective General Courts-Martial Convening Authority within 72 hours of receipt of all formal complaints and will establish and implement a plan to protect the complainant, any named witnesses, and the alleged subject from acts of reprisal.

4. The 1st Cavalry Division Equal Opportunity office is the point of contact for assistance with EO complaints. The contact number is (254)-287-9269 or DSN: 738-9269.

A handwritten signature in black ink, appearing to read "John C. Thomson III". The signature is fluid and cursive, with a long horizontal stroke at the end.

JOHN C. THOMSON III
Major General, USA
Commanding

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