



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 69TH AIR DEFENSE ARTILLERY BRIGADE  
56021 TEDESCO WAY  
FORT HOOD, TX 76544

AFVI-LBC

03 June 2015

MEMORANDUM FOR RECORD

SUBJECT: 69TH ADA Brigade Commander Policy Letter 3, Equal Opportunity Reporting Processing Procedures

1. Soldiers, Family member and DA civilians who believe they have been discriminated against because of race, color, sex, national origin, religion and sexual orientation have the right to file a complaint. They also have the right to a thorough and expedient investigation of their grievances. I want all Soldiers, Family members, and DA civilians to understand that their complaint will be taken seriously and addressed in a prompt, professional manner. I will not tolerate any acts of reprisal, or attempts to suppress someone who wants to file a complaint.
2. The chain of command has primary responsibility for processing complaints of discrimination, and although using the chain of command is strongly encouraged, it is not the only channel available to the complainant. Should the complainant feel uncomfortable in filing a complaint with his/her chain of command or should the complainant be against the chain of command there are alternate channels available to the complainant. The enclosed DA EO Complaint Procedures Chart clearly outlines the specific procedures for filing a Formal complaint. Make an Informal complaint by reporting the behavior to your chain of command or unit/battalion Equal Opportunity Leader (EOL). This may be the most appropriate for minor infractions where the victim simply wants the behavior stopped. Alternate reporting agencies are the Brigade Equal Opportunity Advisor (EOA), Inspector General (IG), Housing Referral Office, Judge Advocate General (JAG), Military Police (MP), Chaplain, or Medical Agency.
3. Should a Soldier, Family member, or DA civilian employee believes that he or she is a victim of a discrimination; he or she should immediately present their concerns to the chain of command for resolution. Individuals may also contact the unit/battalion EOL, the Brigade EOA (254-630-3982), or the III Corps EO Office (Bldg 1001, or HOTLINE 254-287-6242).
4. A copy of this letter will be posted on all unit bulletin boards upon receipt.

“GUARDING THE SKIES!”

AFVL-LBC  
SUBJECT: 69<sup>TH</sup> ADA Brigade Commander Policy Letter 3, Equal Opportunity Reporting  
Procedures Policy

*Richard A. Harrison*  
RICHARD A. HARRISON  
COL, AD  
Commanding

Distribution:  
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