



DEPARTMENT OF THE ARMY  
HEADQUARTERS, III CORPS AND FORT HOOD  
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FORT HOOD, TEXAS 76544-5000

AFZF-CG

23 AUG 2017

**COMMANDING GENERAL'S  
POLICY LETTER # 3**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity (EO) Program and Complaint Procedures

1. References:

- a. Army Regulation (AR) 600-20 (Army Command Policy), Chapter 6 and Appendix C, 6 November 2014.
- b. Army Directive 2015-39 (Inclusion of Sexual Orientation in the Military Equal Opportunity Program), 14 October 2015.
- c. Army Directive 2016-35 (Army Policy on Military Service of Transgender Soldiers), 7 October 2016.

2. Applicability.

- a. This policy applies to all Soldiers, active or reserve, assigned or attached to III Corps and Fort Hood units, and tenant activities, regardless of location.
- b. This policy:
  - (1) Applies both on- and off-post, during duty and non-duty hours.
  - (2) Applies to working, living, and recreational environments (including on- and off-post housing).

3. Purpose. To ensure every III Corps Soldier has an opportunity to reach his or her potential free of unlawful discrimination or offensive behavior.

4. Policy.

- a. I am fully committed to the Army EO Program and direct the same level of support from subordinate commanders. This command will provide equal opportunity and fair treatment to all military personnel and Family members without regard to race,

color, religion, national origin, gender (including gender identity), or sexual orientation, and provide an environment free of unlawful discrimination, prejudice, verbal abuse, insensitivity, offensive behavior, and thoughtlessness. The III Corps EO program formulates, directs, and sustains a comprehensive effort to maximize human potential and to ensure fair treatment for all persons based solely on merit, fitness, and capability in support of readiness. Commanders at all levels are responsible for sustaining a positive EO climate within their units.

b. Every commander, director, and supervisor will set the appropriate example and will take necessary action to create and sustain an effective EO program by eliminating discriminatory behaviors and practices that undermine teamwork, mutual respect, and loyalty. Leaders must proactively communicate, educate, and train the members of their commands to ensure maximum awareness of this policy.

c. Commanders, directors, and supervisors at all levels are accountable for addressing policies, procedures, and practices that intentionally or unintentionally contribute to discrimination. Every leader is responsible for communicating aspects of complaint processing procedures to his/her personnel and to encourage personnel to resolve issues at the lowest level by utilizing their chain of command. If a person feels discriminated against based on race, color, religion, national origin, gender (including gender identity), or sexual orientation, he or she should not hesitate to report the issue in accordance with Appendix C, AR 600-20, to the chain of command, the Inspector General (IG), Equal Opportunity Advisor (EOA), Staff Judge Advocate (SJA), Chaplain, or the Provost Marshal (PM).

d. Each complainant will have access to the IG, EOA, SJA, Chaplain, and the PM. Any person or a representative filing his/her complaint, formal or informal, will be protected from reprisal or retaliation. No Soldier or employee may take or threaten to take unfavorable personnel action or withhold a favorable personnel action in reprisal against any person.

(1) An informal complaint is any complaint that a Soldier or Family member does not wish to file in writing. When resolving an informal complaint, members of the command must ensure that the complaint is taken seriously, and is handled fairly and with sensitivity. Informal complaints may be resolved without the knowledge or direct involvement of the commander. An informal complaint is not subject to time suspense.

(2) A formal complaint is any complaint that a Soldier or Family member files in writing using Department of Army Form 7279, Equal Opportunity Complaint Form, and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of actions taken.

5. Proponent. The proponent for this policy letter is the III Corps and Fort Hood EO Office at 254-287-6242.

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6. Expiration. This III Corps and Fort Hood Command Policy Memorandum supersedes Command Policy Letter 14, dated 18 September 2015. This policy will remain in effect until superseded or rescinded.

A handwritten signature in black ink, appearing to read "Paul E. Funk II". The signature is written in a cursive, flowing style.

PAUL E. FUNK II  
LTG, U.S. Army  
Commanding

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IAW FH Form 1853