



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HAMILTON  
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BROOKLYN NEW YORK 11252-5300

GARRISON POLICY  
EO - 03

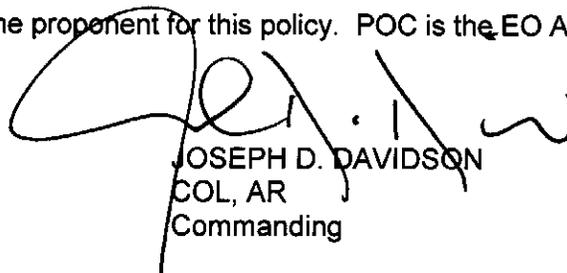
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23 July 2014

MEMORANDUM FOR All Members of the USAG Fort Hamilton Community

SUBJECT: Equal Opportunity (EO) Complaint Filing Procedures

1. REFERENCE: AR 600-20. Army Command Policy, RAR 001, 11 February 2009.
2. PURPOSE: To provide guidance to Fort Hamilton personnel on Equal Opportunity Compliant Procedures.
3. APPLICABILITY: These procedures are applicable to all service members and Family members assigned to and/or under the operational control of Fort Hamilton.
4. POLICY: In accordance with guidelines set forth in AR 600-20, Army Command Policy, Chapter 6, Appendix D, members of this command have the right to present complaints alleging acts of discrimination without fear of intimidation, reprisal or harassment.
5. PROCEDURES:
  - a. The EO complaint processing system addresses complaints that allege sexual harassment and unlawful discrimination or unfair treatment on the basis of race, color, religion, gender and national origin. Members of this chain of command will ensure the complainant; named witnesses and the subject involved in an equal opportunity complaint are protected from reprisal. All efforts should be made to resolve EO complaints at the lowest possible level within the organization.
  - b. I encourage the processing of EO complaints through the chain of command; however, other channels are also available. Commanders will ensure Military personnel and their Family Members are aware of alternative reporting agencies, including higher echelons in the chain of command, Equal Opportunity Advisor, Inspector General, Chaplain, Provost Marshal, medical agencies, Staff Judge Advocates and housing referral offices.
  - c. Commanders, alternate reporting agencies, and complainants will follow the procedures outlined in AR 600-20, Appendix D, when filing an equal opportunity complaint. Formal EO complaints are documented on DA Form 7279 (Equal Opportunity Compliant Form) and must be reported to the first general court martial convening authority within 72 hours. Additionally, the commander will provide information on the progress of the complaint 14 calendar days after receipt and 14 calendar days thereafter until complete.
6. The Fort Hamilton EO office is the proponent for this policy. POC is the EO Advisor, (202) 685-7332

  
JOSEPH D. DAVIDSON  
COL, AR  
Commanding