



DEPARTMENT OF THE ARMY
SEVENTH ARMY TRAINING COMMAND
UNIT 28130
APO AE 09114-8130

AETT-CG

20 JUL 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Military Equal Opportunity (MEO) and the MEO Harassment Complaint Processing System Policy Letter (Command Policy Letter 3)

1. Reference: Army Regulation 600-20, Army Command Policy, 24 July 2020.
 2. Military Equal Opportunity is an essential element of readiness, unit cohesion, and mission accomplishment. Unlawful discrimination and harassment have no place in this command or in our Army community. I expect all leaders to ensure a workplace free of unlawful discrimination or harassment based on race, color, sex (to include gender identity), national origin, religion, and sexual orientation.
 3. Successful mission accomplishment is dependent upon an inclusive environment where diversity is respected among all team members and within our Army community. I fully support the principles and goals of the MEO program and expect the same level of support from subordinate commanders.
 4. The MEO and Harassment Complaint Processing System
 - a. Applicability. Soldiers, cadets, and Family members may seek redress through the MEO complaint processing system in cases of unlawful discrimination or harassment. Complaints from DA Civilians (to include those against Soldiers) alleging discrimination and/or harassment will be handled in accordance with the policies and procedures contained in AR 690-12 and AR 690-600, or as provided for in any applicable collective bargaining agreement. Complaints from Local National employees should be coordinated through the appropriate Works Council.
 - b. Entering the Complaints Processing System. The recognized forms of eligible complaints are described below. Concerns raised and/or resolved outside of the complaint processing system are considered problem resolution or leadership actions; and are not considered MEO or harassment complaints. Incidents involving allegations of criminal behavior (that is, violations of UCMJ) will be reported or referred to law enforcement.
- (1) Anonymous Complaint. Complaints where the complainant remains unidentified may be handled as either informal or formal complaints. Actions taken regarding anonymous complaints will depend on the extent of information provided in the complaint. If the complaint contains sufficient information to permit the initiation of an

AETT-CG

SUBJECT: Military Equal Opportunity (MEO) and the MEO and Harassment Complaint Processing System Policy Letter (Command Policy Letter 3)

investigation, one will be conducted. Otherwise, the commander will document the complaint itself and how the complaint was resolved.

(2) Informal Complaint. An informal complaint is one that an individual does not wish to file in writing on a DA Form 7279. Informal complaints may be resolved directly by the complainant addressing the offending party, a peer, or another person in or outside the complainant's chain of command or NCO chain of command, or the MEO professional. Those issues that can be taken care of informally might be resolved through problem identification and clarification of issues, discussion, recognition of inappropriate or misleading behavior, and a willingness to change.

(3) Formal Complaint. A formal complaint is one that a complainant files in writing using a DA Form 7279 and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken. Formal complaints should be made within 60 days of the date of the alleged incident, but a commander may waive this timeline for good cause.

c. Those who feel uncomfortable submitting a complaint directly to a chain of command may submit a complaint to the EO Advisor depending upon the situation and type of report desired.

d. MEO and Harassment 24 Hour Hotline

(1) The hotline provides 24/7 information regarding MEO and harassment policies, the behaviors that constitute discrimination and harassment, and procedures on how and where to file complaints.

(2) The 7ATC MEO and Harassment 24 Hour Hotline phone number is: +49(0)152-0153-6004.

(3) Requirements:

a. Commanders will advertise the 7ATC MEO and Harassment 24 Hour Hotline phone number on their installation, commander's website, and bulletin boards. Commanders will further ensure 7ATC MEO and Harassment 24 Hour Hotline responders have the most current listing of subordinate unit 24/7 phone contact information. This contact information will not be posted on official Army websites.

b. The 7ATC MEO and Harassment 24 Hour Hotline must only be answered by MEO Professionals currently serving in the authorized MEO billets. When a call cannot be answered immediately, a response will be provided within 24 hours.

c. Commanders and MEO professionals will include advertising accurate 7ATC MEO and Harassment 24 Hour Hotline phone number information as an agenda item for staff assistance visits.

AETT-CG

SUBJECT: Military Equal Opportunity (MEO) and the MEO and Harassment Complaint Processing System Policy Letter (Command Policy Letter 3)

e. Army policy very clearly and strictly prohibits retaliation and reprisal. Reprisal is the taking or threatening to take unfavorable personnel action, or withholding or threatening to withhold favorable personnel action, or any other act of retaliation, against someone for making or preparing to make a harassment complaint. It is each leader's responsibility to prevent retaliation and reprisal and to protect all parties involved in the complaint. Allegations of retaliation or reprisal will be referred to the command Inspector General for potential investigation.

5. The point of contact for this memorandum is the 7th ATC MEO Advisor at DSN (314) 526-3115.



STEVEN P. CARPENTER
Brigadier General, USA
Commanding

DISTRIBUTION:

A