



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN
UNIT 45005
APO AREA PACIFIC 96343-5005

APAJ-EO

28 August 2018

COMMAND POLICY MEMORANDUM 18-03

FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity (EO) Complaint Procedures

1. References:

a. Army Regulation 600-20, Army Command Policy, 6 November 2014.

b. Army Regulation 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.

2. Every member of the United States Army Japan (USARJ) has the right to present complaints alleging unlawful acts of discrimination without fear of reprisal. Each member of the chain of command will protect complainants from threats or acts of reprisal for filing an Equal Opportunity (EO) complaint.

3. I encourage the processing of EO complaints through the chain of command. Soldiers and their Families who perceive that they are victims of unlawful discrimination have the right to seek redress of their grievance from their immediate chain of command by filing an informal EO complaint. Informal complaints are any complaints that a Soldier or Family member does not wish to file in writing and may be resolved directly with the help of another unit member, the commander, or another person in the chain of command. The chain of command will ensure complainants are protected from reprisal, coercion, or other adverse consequences.

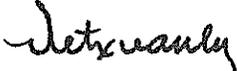
4. Although utilization of the chain of command is strongly encouraged, complainants can also utilize a number of alternative agencies to raise EO concerns: the USARJ EO Advisor, Inspector General, Staff Judge Advocate, Provost Marshal/Criminal Investigation Command, Chaplain, medical agencies, housing referral office, or a higher echelon in the chain of command.

5. Soldiers or Family members wishing to file a formal complaint must do so in writing, swearing to the accuracy of the information. A formal complaint may be filed with any of the entities listed in paragraph 4, utilizing a Department of the Army Form 7279. Soldiers have 60 calendar days from the date of the alleged incident to file a formal complaint.

APAJ-EO

SUBJECT: Equal Opportunity (EO) Complaint Procedures

6. Department of the Army Civilian personnel may contact the United States Army Garrison Japan, Equal Employment Opportunity (EEO) Officer.
7. The rapid identification and resolution of EO issues are critical to cohesiveness and teamwork within our work areas and units. I have full confidence that leaders at all levels will act appropriately when presented with complaints.
8. This memorandum supersedes Command Policy Memorandum 15-07, dated 24 July 2015.
9. Anyone needing assistance in filing an EO complaint may contact the USARJ EO Advisor at DSN 263-8630.
10. The point of contact is the USARJ EO Advisor at 263-8630.


VIET X. LUONG
MG, USA
Commanding

DISTRIBUTION:

A
B