



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

APAJ-EO

21 OCT 2021

COMMAND POLICY MEMORANDUM 21-02

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SUBJECT: United States Army Japan Military Equal Opportunity – Policy Memorandum

1. References:

a. Army Regulation (AR), 600-20, Army Command, 24 July 2020. See Chapter 6, Appendix C, Appendix D, and Appendix E.

b. U.S. Army Pacific Military Equal Opportunity (MEO) – Policy Memorandum 20-06, 01 October 2020.

2. Applicability: This policy applies to all Soldiers assigned or attached to United States Army Japan (USARJ). Department of the Army Civilian (DAC) employees are protected under my Equal Employment Opportunity (EEO) policy.

3. Policy:

a. The Military Equal Opportunity (MEO) Program formulates, directs, and sustains a comprehensive effort to maximize human potential and to ensure fair treatment for all designed to ensure all Servicemembers are treated with dignity and respect and protect them from unlawful discrimination. Discrimination occurs when someone, or a group of people, is harassed, intimidated, insulted, humiliated, or is treated less favorably than another person or group, because of their race, color, religion, sex (to include gender identity), national origin, religion, or sexual orientation. It includes use of disparaging terms with respect to a person's race, color, sex (to include gender identity), national origin, religion, or sexual orientation.

b. People are our greatest resource and my leadership teams will create an environment where everyone is treated with dignity and respect. I expect leaders to build and maintain cohesive teams focused on accomplishing the mission. In addition, I expect my leaders to foster and maintain positive command climates and take immediate action to resolve complaints of discrimination and harassment. Our ability to accomplish our mission is absolutely dependent on the readiness of every member of this team, both Military and Civilian, and on maximizing their contributions to the unit's

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efforts by making the most of their individual skills. My command is committed to fostering an environment that builds strength and promotes diversity, equity, and inclusion.

c. Army Heritage Month celebrations occur annually during the month of June in order to promote the Army Values, unit cohesion, teamwork, and Esprit de Corps, as-well-as, foster a culture of equity and inclusion. Commanders will support all personnel desiring to participate in the Army Heritage Month Activities by giving them a reasonable opportunity to participate. If you wish to participate in the Army Heritage Month, you should contact your local MEO/EEO office.

4. You are encouraged to file a report without fear of reprisal or retaliation for suspected violations of the Policy or AR 600-20, Chapter 6. Any act of reprisal, retaliation, or attempts to discourage the filing of a MEO complaint is prohibited and not tolerated in this Command. Complainants and victims will be protected from acts of or threats of reprisal and/or retaliation.

5. Complaint Process: Attempts should be made to resolve concerns at the lowest possible level within an organization. However, sometimes lower level resolutions fail, situations escalate, or the act is too malicious for lower types of resolution and require a use of the complaint process.

a. There are three types of complaints:

(1) Anonymous: Complaints where the complainant remains unidentified may be handled as either an informal or a formal complaint entered into the MEO database. The commander will determine if sufficient information is provided to proceed as either an informal or formal complaint. Actions taken regarding anonymous complaints will depend on the extent of the information provided.

(2) Informal: An informal complaint is one that a Soldier or Family member 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 Non-Commissioned Officer chain of command, or the MEO professional.

(3) Formal: A formal complaint is one that a complainant files in writing using a DA Form 7279 and swears to the accuracy of the information. Unit Equal Opportunity Leaders do not receive formal complaints; only certified Equal Opportunity Advisors receive formal complaints. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken. Soldiers have 60 calendar

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days from the date of the alleged incident in which to file a formal complaint. This time limit is established to set reasonable parameters for the inquiry or investigation and resolution of complaints, to include ensuring the availability of witnesses, accurate recollection of events, and timely resolution or remedial action. If a complaint is received after 60 calendar days, the Commander may conduct an investigation into the allegations or appoint an Investigating Officer according to the provisions of AR 15-6.

b. 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.

c. Incidents involving allegations of criminal behavior (that is, violations of the Uniform Code of Military Justice) will be reported or referred to law enforcement. Nonjudicial punishment (for example, UCMJ, Art. 15) will be handled in accordance with AR 27-10.

6. Expiration Date: This policy is effective immediately and supersedes all previous Equal Opportunity policies.

7. Proponent: The USARJ MEO Office is the proponent staff agency for this policy memorandum. Questions concerning this policy should be directed to the USARJ MEO Office at 315-263-3880.



JB VOWELL
MG, USA
Commanding

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