



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
A COMPANY, WARRIOR TRANSITION BATTALION  
EUROPE REGIONAL MEDICAL COMMAND  
UNIT # 23152, APO AE 09227

MCEU-WTB-A

MEMORANDUM FOR A Company, WTB-ERMC, Unit 23152, APO AE 09227

SUBJECT: Policy Letter #6, Equal Opportunity Discrimination and Sexual Harassment Complaint Procedure

1. Reference AR 600-20, Army Command Policy.
2. All officers, supervisors, and noncommissioned officers are responsible for achieving Equal Opportunity (EO) objectives, and play a critical role to this end. Commanders and supervisors are both responsible and accountable for addressing policies, procedures and practices that intentionally or unintentionally contribute to discrimination based on race, color, gender, religion, or national origin, and those that can be categorized as sexual harassment. This command will not tolerate any attempts to discourage anyone from bringing EO issues forward, nor any acts of reprisals against complaints.
3. Leaders who receive an EO complaint will immediately contact their EO advisor (military) or Equal Employment Opportunity (EEO) officer (civilian) for guidance and assistance. Commanders and supervisors will try to resolve problems at the lowest level.
4. AR 600-20 provides guidance on initiating and processing EO complaints. Processing of EO complaints through the unit Chain of Command is strongly encourage, but is not the only channel available to Service Members to resolve complaints. Agencies which can serve as alternate avenues for registering formal EO complaints are:
  - A. Equal Opportunity Office (EOA).
  - B. Inspector General.
  - C. Chaplin.
  - D. Provost Marshal.
  - E. Medical agency personnel, i.e., Family Advocacy.
  - F. Staff Jude Advocate.

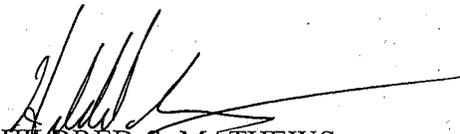
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G. Chief, Community Housing Referral and Relocation Service Office.

5. All complaint will be handled in a confidential manner. They will be covered with a "Personal in Nature" cover sheet and hand carried.

6. The point of contact for this memorandum is the undersigned at DSN (314)483-6618 or hildred.mathews@us.army.mil.



HILDRED S. MATHEWS  
CPT, LG  
Commanding