



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 #2, Equal Opportunity (EO)

1. I fully support the U.S. Army Policy on equal opportunity and fair treatment for military personnel, family members, and DA civilians without regard to race, color, gender, religion, or national origin.
2. I expect all members of this unit to abide by the Army Equal Opportunity Policy to ensure we have an environment free of unlawful discrimination and offensive behavior. This policy must be adhered to both on and off post, during duty and non-duty hours.
3. Soldiers within this Command are responsible for advising the Command of the specifics of any unlawful discrimination complaints and providing this Command an opportunity to take appropriate action to rectify/resolve the issue. Soldiers also have the responsibility to submit only legitimate complaints and exercise caution against unfounded or reckless charges.
4. All Soldiers, civilians, and family members within this unit have the right to present a complaint to the Command without fear of intimidation, reprisal, or harassment.
5. Attempt to resolve all issues at the lowest level possible, but if necessary Soldier may voice their concerns directly to me via my Open Door Policy or may file formal or informal complaints with the Company EO representative as required.
6. The point of contact for this memorandum is the undersigned at DSN (314) 483-6618, or [hildred.mathews@us.army.mil](mailto:hildred.mathews@us.army.mil)

  
HILDRED S. MATHEWS  
CPT, LG  
Commanding