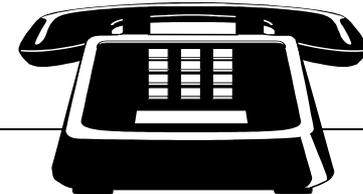


EQUAL OPPORTUNITY/SEXUAL HARASSMENT COMPLAINT PROCESS



Call the Equal Opportunity Hot line at your installation to clarify whether an incident or behavior qualifies as sexual harassment of discrimination.

295-0561

If You Are The Victim

Make an informal complaint. Report inappropriate behavior without initiating a full investigation. This may be most appropriate for minor infractions when the victim simply wants the behavior stopped.

File a formal written complaint on a DA Form 7279-R with any of the following agencies. Complaint must be filed within 60 days of the incident. Complaints made after the 60 days may be pursued at the commander's discretion.

If Behavior Persists

CHAIN OF COMMAND

EQUAL OPPORTUNITY ADVISOR

INSPECTOR GENERAL

HOUSING REFERRAL OFFICE

JUDGE ADVOCATE GENERAL

MILITARY POLICE OR CRIMINAL INVESTIGATOR

CHAPLAIN

MEDICAL AGENCY

3 days

Complaint, except those filed with the I.G., must be acted upon within three calendar days. Complaints filed with an agency against a member of the Chain of Command will be referred to the next higher commander in the chain. All formal complaints will be reported within 72 hours to the first General Courts-martial Convening Authority (GCMCA) in the Chain of Command. Provide a progress report to the GCMCA authority 21 days after the date on which the investigation commenced and 14 days thereafter until completion.

14 days

The commander of the investigating office appointed by the commander has 14 calendar days to investigate the allegations. The commander will meet with the victim and the subject(s) to discuss the outcome and result's. A 30 day extension may be granted from the next higher commander if circumstances require it. Further extensions can be approved only by the first general Officer in the Chain of Command. Complainants must be notified of extensions.

7 days

The complainant and/of subject(s) of the complaint have 7 calendar days to appeal to the next higher commander if he or she is dissatisfied with the investigation results or actions taken. That commander has 14 days to act on the appeal and provide written feedback on the results. Final decisions on complaints/appeals not resolved at brigade level rest with the general Courts-Martial Convening Authority.

30-45 days

30-45 days after final decision of the formal complaint (substantiated and unsubstantiated), an assessment is conducted by the Equal Opportunity Advisor to determine the effectiveness of any corrective actions taken and to detect and deter any incidents of reprisal. Reports and recommendations are submitted to the Commander on a DA Form 7279-1-R NLT 45 days following final decisions made on complaints.