## **MEO Complaint Process**

Be sure your complaint is MEO related. (Race, Color, Religion, Sex [to include gender identity and pregnancy], National Origin, Sexual Orientation, and harassment which includes hazing, bullying, and other discriminatory harassment.)

Attempt to communicate your concern to the harasser. (The complainant is not required to confront the harasser; however, it is encouraged)

Did you give your chain of command an opportunity to resolve the issues? (Soldiers have the right to visit the EO Office to voice their complaints of unlawful discrimination and /or harassment; however, we encourage Soldiers to resolve the issue at the lowest level)

Have you contacted your unit Equal Opportunity Leader (EOL)? (If you cannot resolve your conflict with the harasser or chain of command contact your unit EOL)

If assistance is still needed, contact your unit EO Advisor (EOA).

Keep in mind that the EO Advisor provides advice and makes recommendations to commanders; and will provide assistance to you through the complaint process. It is the commander's program.

Be honest and don't provide misleading information. (IAW AR 600-20, Ch. 6-6, "Knowingly submitting a false complaint (a complaint containing information or allegations that the complaint knew to be false) may be punishable under the UCMJ.").

Remember a complaint must be supported.

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

If behavior

persists



File a formal written complaint (DA form 7279) with any of the following agencies. Complaints must be filed within 60 days of incident - those filed after the 60 days may be pursued at commander's discretion. IAW AR 600-20

Call the Equal Opportunity Hot Line at your installation to clarify whether an incident or behavior qualifies as harassment or discrimination

(804) 691-6159

MEO AND HARASSMENT COMPLAINTS ARE RECEIVED BY MEO PROFESSIONALS (MEO PM, MEO SGM, MEO ADVISOR MEO SPECIALIST) OR (RA/USAR) COMMANDERS. COMPLAINTS CANNOT BE RECEIVED BY EOLS.



COMPLAINTS MUST BE REFERED TO COMMANDER 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. COMMANDER WILL FORWARD THE COMPLAINT OR DETAILED DESCRIPTION OF ALLEGATION(S) TO FIRST SPCMCA (BRIGADE LEVEL) WHEN THE COMPLAINT IS PROCESSED AT THE BATTALION OR COMPANY LEVEL. OR FIRST GCMCA WHEN THE COMPLAINT IS FILED AT THE BRIGADE LEVEL



THE COMMANDER OR THE INVESTIGATING OFFICER APPOINTED BY THE COMMANDER HAS 30 CALENDAR DAYS TO INVESTIGATE THE ALLEGATIONS AND MEET WITH THE COMPLAINANT TO DISCUSS THE OUTCOME AND RESULTS. APPELATE AUTHORITY REVIEWS/PROVIDES RESULTS WITHIN 14 DAYS OF RECEIPT. A 30 DAY EXTENSION MAY BE GRANTED FROM THE NEXT-HIGHER COMMANDER IF CIRCUMSTANCES REQUIRE IT.



LEGAL REVIEW AND NOTIFICATION OF FINAL DECISION WITHIN 14 DAYS OF INVESTIGATION COMPLETION.



THE COMPLAINANT AND THE SUBJECTS(S) HAVE SEVEN CALENDAR DAYS TO APPEAL TO THE FIRST SPCMCA (BRIGADE LEVEL) OR GCMCA IF THE COMPLAINT WAS PROCESSED AT BRIGADE LEVEL. THAT COMMANDER HAS 14 DAYS TO COMPLETE THE INVESTIGATION AND PROVIDE WRITTEN FEEDBACK ON THE RESULTS.



WITHIN 30 DAYS. AN ASSESSMENT IS CONDUCTED BY THE MEO PROFESSIONAL ON ALL FORMAL COMPLAINTS. (SUBSTANTIATED AND UNSUBSTANTIATED) TO DETERMINE THE EFFECTIVENESS OF ANY CORRECTIVE ACTIONS TAKEN AND TO DETECT AND DETER ANY INCIDENTS OF REPRISAL. THE MEO PROFESSIONAL WILL PRESENT FINDINGS AND RECOMMENDATIONS TO THE COMMANDER WITHIN 5 DAYS.

30 Davs

Davs

3-5

Davs

30

Days

RESPECT

SELFLESS SERVICE

**HONOR** 

INTEGRITY

PERSONAL COURAGE