



DEPARTMENT OF THE ARMY
HEADQUARTERS, 369TH SIGNAL BATTALION
15TH REGIMENTAL SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905-5000

REPLY TO
ATTENTION OF:

ATZH-TBA

11 June 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #4 – **Complaint Procedures**

1. References:

- a. AR 600-20, Army Command Policy
- b. TRADOC Regulation, DA PAM 350-20, Unit Equal Opportunity (EO) Training Guide

2. Commanders, managers and supervisors at all levels are responsible for ensuring the fair treatment of Soldiers, civilians, and family members. The 369th Signal Battalion must not allow, condone or tolerate sexual harassment or illegal discrimination based on race, color, gender, national origin, or religious preference. For civilian employees we do not condone discrimination based on age or on physical or mental handicap. Any type of illegal behavior will not be tolerated.

3. Every member of this command has the right to present complaints alleging acts of unlawful discrimination or sexual harassment without fear of intimidation, harassment, reprisal, or retaliation. The chain of command will protect complainants from acts of reprisal or retaliation for filing an EO complaint.

4. There are many ways to report sexual harassment or misconduct (see Encl 1). The most recent EO Poster will be posted on all official bulletin boards. It identifies the ways to report acts of discrimination and explains the EO and Sexual Harassment Complaint Procedures. The chain of command is the best avenue for addressing these matters. As an alternative method, military personnel or family members may also file complaints with the EO Office, in building 25706, or with the Inspector General (IG), in building 33800. Complaints by civilian personnel alleging sexual harassment or other types of discriminations should be handled through the Equal Employment Opportunity (EEO) Office, in room 210 of Darling Hall in accordance with the procedures contained in AR 690-600, "Equal Employment Opportunity Discrimination Complaints," or as described in DoD and Department of the Army policy implementing 10 USC 1561, or as provided for in any applicable collective bargaining agreement.

5. All personnel and family members are protected from reprisal or retaliation for filing complaints. No Soldier or employee may take or threaten to take an unfavorable personnel action, or to withhold or threaten to withhold a favorable personnel action, in reprisal against any person for filing a complaint.

6. Rapid identification and resolution of EO and sexual harassment issues are vital to accomplishing 369th Signal Battalion's mission. I expect leaders at all levels to take appropriate action when presented with complaints.

7. I consider any confirmed incident of sexual harassment to be a very serious offense. All personnel are expected to comply with this policy. Violation of this policy memorandum by any 369th Signal Battalion Soldiers provides a basis for disciplinary action under the Uniform Code of Military Justice and/or adverse administrative action.

E-Signed by BROOKS, SCOTT, DAVID, 1016635150
READ the full eSignatures
BROOKS, SCOTT, DAVID, 1016635150

SCOTT D. BROOKS
LTC, SC
Commanding

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