



DEPARTMENT OF THE ARMY
HEADQUARTERS, 199th INFANTRY BRIGADE
6508 INDIANHEAD ROAD
FORT MOORE, GEORGIA 31905

ATSH-TP

23 January 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 199th IN BDE Military Equal Opportunity and Harassment Complaint Procedures

1. REFERENCES:

- a. Army Regulation (AR) 600-20 (Army Command Policy), 24 July 2020.
- b. AR 15-6 (Procedures for Administrative Investigations and Boards of Officers), 1 April 2016.

2. PURPOSE: To ensure all Soldiers and Family members have knowledge of the procedures to file a Military Equal Opportunity (MEO) and harassment complaint and understand their right to present a complaint without fear of intimidation, reprisal, or harassment. This policy applies to all 199th Infantry Brigade personnel and family members, both on and off post, during duty and non-duty hours, and in working, living, and recreational environments.

3. POLICY:

a. Commanders at all levels will establish, implement, and inform their commands of the EO complaint procedures in accordance with AR 600-20, Chapter 6. These procedures explain, in detail, how Soldiers and Family members can present a complaint to the chain of command or supporting agency. Any individual who believes they were discriminated against based on race, color, national origin, sexual orientation, religion or sex and harassment which includes hazing and bullying, has the right to present their concerns to the chain of command. Individuals may also file informal complaints alleging a hostile work environment and/or offensive behavior that occurs on or off post during duty and non-duty hours. Complaints of discrimination can be submitted either anonymously, informally or formally. Individuals have 60 calendar days to file a formal complaint from the time that the incident occurred. Additionally, Commanders are encouraged to investigate formal complaints even if the 60 days have expired.

b. All complaints should be handled by the lowest level of the chain of command, however, there will be times when an individual may feel uncomfortable submitting the complaint directly to the chain of command. In such cases, the individual may submit the complaint to the Equal Opportunity Professional (EOP). Leaders will not preclude or hinder individuals from using these channels for complaint resolution.

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4. Types of Complaints:

a. Anonymous: Complaints where the complainant remains unidentified may be handled as either an informal or a formal complaint. Actions taken will depend upon the extent of information to permit the initiation of an investigation. If an anonymous complaint does not contain sufficient information to permit the initiation of an investigation, complaint will be closed out with a Memorandum of Record with the MCoE EO Office.

b. Informal: Complaints in which the complainant does not wish to file in writing a DA Form 7279. Informal complaints can be resolved directly by the complainant addressing the offending party, a peer, or another person.

(1) Within **3** calendar days members of the chain of command assisting with the informal complaint resolution will inform their MEO professional of the initiation of an informal complaint in a memorandum for record format.

(2) The MEO professional will input the informal complaint into the MEO database no later than **3** calendar days from date of receipt.

c. Formal Complaint:

(1) Upon receipt of a Formal complaint an MEO professional will refer complaint to the subject's commander within **3** calendar days. Upon receipt of the complaint, the Commander will either conduct an investigation personally or appoint an investigating officer in accordance with the provisions of AR 15-6 within **5** calendar days of receiving the complaint. Depending on the circumstances of the complaint, the commander may deem it necessary to ask the next higher level of command to appoint the investigating officer.

(2) All formal complaints will be reported to the first Special Court-Martial Convening Authority (SPCMCA) in the chain of command when processed at the battalion or company level, or General Court-Martial Convening Authority (GCMCA) when the complaint is processed at the brigade level within **5** calendar days. Additionally, the Commander will provide a progress report to the SPCMA or GCMCA every **14** calendar days thereafter until the investigation is complete.

(3) The description will include acknowledgement of receipt of the formal complaint and the commencement of a commander's inquiry or appointment of an investigating officer, to conduct the investigation within **30** calendar days. The legal sufficiency review will be conducted within **14** calendar days from the date the investigation is complete. If, due to extenuating circumstances, the investigation cannot be completed in **30** calendar days that commander may request an extension from the next higher commander for not more than **30** calendar days.

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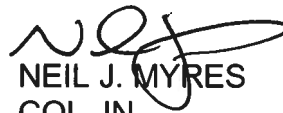
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(4) The commander will establish and implement a plan to protect the complainant, any named witnesses, and the subject from acts of reprisal. The plan will include, at a minimum, specified meetings and discussions with the complainant, subject, named witnesses, and selected members of the chain of command and coworkers.

(5) The complainant has the right to appeal to the next higher Commander in his or her chain of command if they perceive that the investigation failed to reveal all relevant facts to substantiate the allegations or that the actions taken by the command on his or her behalf were insufficient to resolve the complaint. The appeal must be in writing and submitted within 7 calendar days following notification of the results of the investigation and acknowledgement of the actions being taken by the command to resolve the complaint.

5. SUPERSESSION: This policy memorandum supersedes the 199th IN BDE Military Equal Opportunity and Harassment Complaint Procedures, dated 23 June 2023.

6. PROPONENT: The proponent for this policy is the 199th Infantry Brigade Equal Opportunity Professional at (706) 566-0375.


NEIL J. MYRES
COL, IN
Commanding

Distribution:

CDR, 2-11th IN REGT
CDR, 2-16th CAV REGT
CDR, 3-11th IN REGT
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