



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE
HENRY CARO NONCOMMISSIONED OFFICER ACADEMY
FORT BENNING, GEORGIA 31905-5000

ATZB-NC

13 MAR 2020

MEMORANDUM FOR All Personnel, Henry Caro Noncommissioned Officer Academy

SUBJECT: Equal Opportunity Complaint Procedures

1. REFERENCE: AR 600-20, Army Command Policy, 6 Nov 14.
2. PURPOSE: To establish the NCOA policy for Equal Opportunity complaint procedures.
3. POLICY:
 - a. The NCOA will provide equal opportunity and fair treatment to all Soldiers, Families, and Civilian employees without regard to sex, race, color, religion, gender identity, national origin or sexual orientation -- an environment free from unlawful prejudice or discrimination.
 - b. Any member of this command who believe themselves to be a victim of discrimination may file a complaint. I urge Soldiers to use their chain of command to resolve complaints and to attempt to resolve complaints at the lowest level possible in unit. However, there are alternative agencies available such as the Brigade Equal Opportunity Advisor, Inspector General (IG), Chaplain, Provost Marshal, Staff Judge Advocate (SJA), Medical Treatment Facility, or the Housing office. Civilian personnel will process complaints through the Equal Employment Opportunity Office.
 - c. Soldiers, Families, and Civilians have the right to present equal opportunity complaints to the command without fear of intimidation, reprisal, or harassment. I expect members of this command to ensure that complainants are protected from reprisal or retaliation for filing complaints. Reprisal is a serious issue and its effects are devastating to unit cohesion, morale, and command climate.
 - d. I expect leaders at all levels to take appropriate action when presented with complaints. Rapid identification and resolution of equal opportunity issues are critical to ensuring cohesiveness and maintaining morale, which is vital to the Brigade accomplishing its mission.
 - e. A copy of this Policy Memorandum will be permanently posted on all unit bulletin boards.

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4. SUPERSESSION: This Policy Memorandum supersedes Policy Memorandum 600-20-11, 1 August 2015.

5. PROPONENT: NCOA Opportunity Advisor at (706) 545-0227

A handwritten signature in black ink, appearing to read "Joe C. Davis". The signature is stylized with a large, looped "J" and a cursive "Davis".

JOE C. DAVIS
CSM, USA
Commandant