



DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY RESERVE COMMAND  
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FORT LIBERTY, NORTH CAROLINA 28310-5010

AFRC-EO (600A)

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commanding General Policy # 24-05: Military Equal Opportunity and Harassment (Non-Sexual) Complaint Processing System

1. References.

- a. DoDI 1020.03, February 8, 2018, Change 2, December 20, 2022.
- b. DoDI 1350.02, September 4, 2020, Change 1, December 20, 2022.
- c. AR 600-20, July 24, 2020.

2. I am fully committed to maintaining an environment within the Army Reserve that is free of discrimination, harassment and reprisal. Everyone must treat others with dignity and respect regardless of their race, color, national origin, religion, sex (including pregnancy), gender identity or sexual orientation. All Soldiers and their Family members must feel free to report instances of discrimination and be confident that the chain of command will promptly investigate reported incidents and make corrections. It is the responsibility of the chain of command to maintain an environment free from discrimination, harassment, and fear of reprisal for presenting complaints or making other such authorized disclosures.

3. Civilian Employees wishing to discuss discrimination or harassment concerns should contact the USARC Equal Employment Office at (608) 388-3106/3107 and follow the EEO policy (published in a separate memorandum).

4. Sexual harassment should be reported to a Victim Advocate or Sexual Assault Response Coordinator, which can be done through the DoD Safe Helpline at 877-995-5247 or [safehelpine.org](https://www.safehelpine.org). More information can be found in the SHARP policy (published in a separate memorandum).

5. Resolution of Military Equal Opportunity (MEO) Complaints should start at the lowest level. Every Soldier has the responsibility to correct discrimination, harassment or reprisal if they see it. If comfortable with it, they should directly confront the behavior. They may also ask for assistance from fellow members of the unit, their company Equal Opportunity Leader (EOL), leadership, and the chain of command.

6. If resolution at the lowest level is not possible Soldiers and their Family wishing to initiate a formal complaint should contact their company commander or brigade-level (or above) Equal

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Opportunity Advisor (EOA) to discuss the concern within 60 days of the most recent incident. Alternatively, they may contact higher echelons in the chain of command, the Inspector General, Chaplain, or Staff Judge Advocate. Complaints filed through alternative agencies (not directly in Chain of Command) will be referred to their respective EOA. Commanders will not preclude complainants from using alternative agencies identified in AR 600-20. The Equal Opportunity Complaint timeline will begin once a signed DA Form 7279 with has been filed with their commander or EOA. When completing the DA Form 7279 the following must be included:

- a. The basis of the complaint - either a pattern of harassment, or discrimination based on race, color, national origin, religion, sex (including pregnancy), gender identity, or sexual orientation.
- b. How you were treated differently because of the basis, i.e., what action was taken against you, or what right you were denied, because of your race, color, national origin, religion, sex (including pregnancy), gender identity, or sexual orientation; or what harassing behaviors took place. See AR 600-20 for definitions of discrimination (Glossary, 'Discrimination' and 'Discrimination Types') and harassment (Para 4-19).
- c. Who discriminated against or harassed you.
- d. What date the discrimination or harassment (most recent) took place – it must have occurred, or the complainant must have learned about it, within the prior 60 days.

7. The chain of command will follow established procedures for processing EO complaints in AR 600-20, Appendix C, to protect the victim, the alleged offender, all witnesses, and the integrity of the system. Deviation from the prescribed procedures could cause unnecessary delays in the processing of the complaint.

8. Timeliness is an important issue in the resolution of complaints of discrimination. Complaints will be processed under the TPU/Reserve timeline. Active Component timeline will only be followed if all parties (Commander, Staff Judge Advocate, EOA, Investigating Officer, complainant, subject, and witnesses) are on active duty for the next 90 days.

9. I expect all commanders and leaders to support efforts to maintain an Army Reserve free of discrimination by ensuring personnel follow these steps:

- a. To the extent practicable, a commander receiving a Formal EO complaint on a DA Form 7279, Equal Opportunity Complaint Form, will ensure a detailed description of the allegation is submitted to the first commander in their chain of command with a SJA within 72 hours of receipt.
- b. Within five days of receipt of the complaint the commander will assign an Investigating Officer (IO).

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c. Commanders will ensure processing of all formal complaints of discrimination IAW AR 600-20, Appendix C. Commanders will follow TPU/Reserve timelines outlined in AR 600-20 (see para. above).

d. Commanders will ensure EOA slots are given priority in selection and filling, and that program personnel attend the EOA Reserve Components Advisor Course (EOARCC) at the Defense Equal Opportunity Management Institute (DEOMI) within one year of selection, so they are prepared to receive and process EO complaints.

e. Commanders will review the Report of Investigation and determine whether the complaint is substantiated or not. They will then counsel complainants and subjects on the outcome of the complaint investigation. The completed DA Form 7279 will be returned to the EOA for filing, retention, and entrance onto the HQDA Complaint Tracker.

10. Leaders at all levels are essential to creating, maintaining, and enforcing an environment of dignity and respect in the Army Reserve. Commanders have the responsibility to make this expectation a reality.

11. For assistance, contact your command's EOA or call the Army Reserve EO Hotline at (855) 434-0986.



ROBERT D. HARTER  
Lieutenant General, U.S. Army  
Commanding

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