



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
SUSTAINMENT CENTER OF EXCELLENCE
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801-2102

ATCL-CG

NOV 2 2010

FORT LEE POLICY NO. 06-09

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity Complaint Processing Procedures

1. Soldiers, their Families, and Department of the Army (DA) Civilians who believe they have been discriminated against because of race, color, religion, gender, or national origin have the right to file a complaint. Commanders, managers, and leaders at all levels will ensure that anyone filing a complaint will be protected against acts or threats of reprisal. It is the right of our Soldiers, their Families, and DA Civilians to have their grievances of unfair treatment investigated in a thorough and expedient manner.
2. Department of the Army Civilians who believe they have been discriminated against because of age and physical disability have the right to file a complaint through the Equal Employment Opportunity (EEO) Office.
3. The chain of command has the primary responsibility to process complaints for discrimination. Although using the chain of command is strongly encouraged, it will not serve as the only channel available to the complainant. Should the complainant feel uncomfortable filing a complaint with his or her chain of command, or should the complaint be against a member of the chain of command, the alternative channels available to the complainant are listed below:
 - a. Higher echelon in the chain of command
 - b. Equal Opportunity Advisor
 - c. Equal Employment Opportunity Counselor
 - d. Chaplain
 - e. Provost Marshall
 - f. Medical Agencies
 - g. Legal Assistance Office
 - h. Inspector General

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4. This command will process all complaints in accordance with AR 600-20. All leaders will ensure that our Soldiers, their Families, and DA Civilians are fully aware of the procedures for having their complaints heard.
5. A copy of this statement will be permanently posted on the unit bulletin board.



JAMES L. HODGE
Major General, U.S. Army
Commanding