



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
WARRIOR TRANSITION UNIT
U.S. ARMY MEDICAL DEPARTMENT ACTIVITY
WEST POINT, NEW YORK 10996-1197

MCUD-WTU

19 April 2010

MEMORANDUM FOR Personnel Assigned/Attached to Warrior Transition Unit, West Point, New York
10996

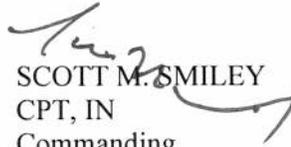
SUBJECT: Policy Memorandum # 3, Equal Opportunity (EO) Complaint Procedures

1. **Reference(s):** AR 600-20, Army Command Policy
NARMC Policy Memorandum #08-11
MEDDAC Policy Memorandum #1
2. **Purpose:** To provide guidelines for filing complaints involving discriminatory practices. Soldiers and their family members will be given full opportunity to develop professionally and personally, free from prejudice and discrimination. I want to ensure that we have a command climate that encourages everyone to freely identify and report injustices and discrimination of any form, without fear of reprisal or the threat of intimidation.
3. **Applicability:** This policy applies to all assigned and attached Warrior Transition Unit (WTU) personnel, as well as their family members, civilian employees, and contract personnel.
4. **Procedure(s):**
 - a. Initially complaints of alleged discrimination based on race, national origin, religion, age, or gender, taking place in work areas, housing, or public facilities should be reported to the immediate supervisor. If personnel find it difficult to address complaints to their superiors, they may be addressed directly to unit Equal Opportunity representatives, the USA MEDDAC Equal Opportunity Advisor, or to the commander with authority to resolve them; to the IG, Provost Marshal, Housing Referral, Post Equal Opportunity, or any other pertinent staff office. Such staff office will then keep the Commander informed and refer the individual to the authority able to resolve the complaint.
 - b. Complaints of discrimination against the immediate chain of command should be addressed to the next authority in the chain.
 - c. Supervisors receiving such complaints will take immediate steps to resolve it. Immediate is considered to be within three working days of the receipt of the complaint. If the complaint cannot be resolved within that time, the person handling the action will inform the complainant of action being taken.
 - d. Leaders who receive complaints may seek assistance from the Unit Equal Opportunity Officer and/or NCO, or the USA MEDDAC Equal Opportunity Advisor. If complaints are escalated above or require resolution outside of the Hospital, the Hospital Commander will be notified immediately.

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- e. Leaders must ensure that all equal opportunity complaints are handled in accordance with Army Regulation 600-20 complaint procedures, and that a plan is implemented to protect the complainant, any named witnesses, and the alleged perpetrator from acts of reprisal.
 - f. Civilian employees may also file a complaint following the procedures outlined in CPR 690-25.
5. This policy letter supersedes all previous editions of policies on this subject.
6. Point of contact is the undersigned at (845) 938-0264.


SCOTT M. SMILEY
CPT, IN
Commanding

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