



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON JAPAN
UNIT 45006
APO AREA PACIFIC 96343-5006

REPLY TO
ATTENTION OF

COMMAND POLICY
600-3

IMJN-HHD

18 November 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity Complaint Procedures

1. PURPOSE: This letter establishes the policy on the Commander's equal opportunity complaint procedures.
2. APPLICABILITY: This policy applies to all Soldiers and Family members.
3. REFERENCE:
 - a. Chapter 7, AR 600-20, Army Command Policy, 18 Mar 08 (RAR 005, 20 Sep 12).
 - b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 Feb 04.
 - c. Executive Order 13087, amendment to Executive Order 11478 Equal Employment Opportunity in Federal Government.
4. POLICY:
 - a. Every member of U.S. Army Garrison Japan (USAG-J) has the right to present complaints alleging acts of discrimination are protected from threats or acts of reprisal for filing an equal opportunity complaint.
 - b. Soldiers and Family members who may perceive they are victims of unlawful discrimination have the right to seek redress of their grievance from their immediate chain of command. Commanders must ensure that everyone in their command is familiar with the appropriate channels and understand their respective Equal Opportunity (EO) complaint process. Everyone will be given ample opportunity and freedom to present grievances without fear of reprisal, coercion, or other adverse consequences.
 - c. I encourage the processing of equal opportunity or sexual harassment complaints primarily through the chain of command. Commanders and leaders will ensure that Soldiers and their Family members are aware of the alternate channels such as the higher echelon in the chain of command, the U.S. Army Japan (USARJ) EO Advisor (EOA), Inspector General, Staff Judge Advocate, Chaplain, Provost Marshal Office, and the Housing Referral Office. Charges of sexual misconduct are to be processed through legal/ law enforcement channels, not EO

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channels. Appointments with the alternate agencies should be made in accordance with local standard operating procedures.

d. The rapid identification and resolution of any EO issue is critical to cohesiveness and teamwork within this command. I have full confidence that leaders at all levels are prepared to act appropriately when presented with complaints.

e. Anyone needing assistance in filing an EO complaint may contact their respective supporting agency or the USARJ EOA at DSN: 263-8630 or EEO at DSN 263-7182.

f. A copy of this policy will be posted on all EO bulletin boards.

5. The proponent for this policy is the USARJ, EOA.

6. This command policy supersedes USAG-J Command Policy 600-3, Equal Opportunity and Sexual Harassment Complaint Procedures, 4 Aug 11.

7. This command policy will remain in effect until superseded or rescinded.


JOY L. CURRIERA
COL, AG
Commanding

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