



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON OKINAWA
UNIT 35114
APO AREA PACIFIC 96376-5114

COMMAND POLICY
600-3

IMJN-OZA

3 November 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity and Sexual Harassment Complaint Procedures

1. REFERENCES:

- a. Army Regulation (AR) 600-20, Army Command Policy, Chapters 6 & 7, 06 November 2014.
- b. Title 10 Section 1561, Sexual Harassment Complaint Procedure
- c. Executive Order 13087, Amendment to Executive Order 11478, Equal Employment Opportunity in Federal Government

2. PURPOSE: To establish the Garrison Commander's procedures for equal opportunity complaints.

3. APPLICABILITY: This policy applies to all personnel, including Soldiers and Family members of the U.S. Army Garrison Okinawa (USAG Okinawa), and other units or activities attached for the purpose of providing support.

4. POLICY:

a. Every member of USAG Okinawa has the right to present complaints alleging acts of discrimination or sexual harassment without fear of reprisal. This policy concerns complaints by Soldiers and their Family members in accordance with AR 600-20 (Reference a). Complaints by Department of the Army civilian (DAC) employees and applicants for DAC employment are covered in Command Policy 690. Each member of the chain of command will ensure complainants are protected from threats or acts of reprisal for filing an equal opportunity or sexual harassment complaint.

b. Soldiers and Family members who may perceive they are victims of unlawful discrimination or sexual harassment 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

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Equal Opportunity (EO) and Sexual Harassment/Assault Response & Prevention (SHARP) complaint process. Everyone will be given ample opportunity and freedom to present grievances without fear of reprisal, coercion, or other adverse consequences.

b. 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 10th Support Group Regional (10th SG (R)) EO Advisor (EOA), 10th SG Sexual Assault Response Coordinator (SARC), USAG-O SHARP VA (Victim Advocate), 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 channels. Appointments with the alternate agencies should be made in accordance with local standard operating procedures.

c. The rapid identification and resolution of any EO or sexual harassment 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 10th SG (R) EOA at DSN 644-4367. To seek advice regarding sexual harassment complaint procedures, you may contact the 10th SG Sexual Assault Response Coordinator (SARC) at DSN 644-4331 or USAG-O SHARP/VA at DSN 644-4942.

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

5. The proponent for this policy is the 10th SG (R) EOA, SARC, and USAG Okinawa SHARP/VA.

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

//Original Signed//
LANCE A. O'BRYAN
LTC, FA
Commanding

DISTRIBUTION:
All USAG Okinawa Personnel