



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION AND US ARMY HAWAII
580 KOLEKOLE AVENUE
SCHOFIELD BARRACKS, HAWAII 96857-6000

APVG-CG

04 AUG 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Hawaii Policy Letter #2 - Equal Opportunity Program and Complaint Procedures

1. References.

- a. AR 600-20, Army Command Policy, 6 November 2014.
- b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.
- c. USARPAC Equal Opportunity Complaint Procedures policy letter, 21 April 2014
- d. I CORPS Equal Opportunity Complaint Procedures policy letter, 18 March 2014

2. Applicability. This policy applies to all Soldiers, Family Members, and DOD Civilian employees.

3. Policy.

a. All members have the right to present a complaint alleging acts of discrimination to the command without fear of intimidation and reprisal. Equal Opportunity is an inherent right of citizenship, therefore a responsibility of military command and leadership. Personal involvement at all levels is the key to successful attainment of equal opportunity principles and objectives. Personnel are encouraged to first use their chain of command to file informal equal opportunity complaints. However, other agencies are available for further assistance, guidance, and redress. They include: the 25th ID AND USARHAW Equal Opportunity Office, (808) 655-8085/0053/0386/6718; the Equal Employment Opportunity Office (808) 438-4965; the Chaplain; Inspector General; Staff Judge Advocate; Provost Marshal; and Criminal Investigation Division (CID).

b. The chain of command will ensure complainants are protected when filing equal opportunity (EO) and equal employment opportunity (EEO) complaints. Complainants are protected from acts or threats of reprisal for filing equal opportunity complaints. Should Soldiers be threatened with such an act, or should an act of reprisal occur, they must immediately report the circumstances to the Inspector General at (808) 655-0690. It is strongly encouraged to simultaneously report such threats or acts of reprisal to the appropriate chain of command.

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c. I expect all commanders to personally make Soldiers, Family Members, and DOD Civilians aware that they have the right to present Equal Opportunity Office complaints on a DA Form 7279 without threats of reprisal. Commanders will ensure complaints are sworn, that timelines outlined in Appendix C, AR 600-20 are followed, and that required feedback and follow-up assessments to the complainant are conducted. Commanders shall also provide written feedback to the complainant on the outcome of the investigation and subsequent actions to be taken by the chain of command. The personal interest of commanders at all levels will ensure success.

4. Expiration Date. This policy supersedes USARHAW Policy Letter #2, dated 5 November 2014 and remains in effect until superseded or rescinded in writing.

5. Proponent. The 25th ID and USARHAW Equal Opportunity Office is the proponent staff agency for this policy memorandum. Questions concerning this policy should be directed to the 25th ID and USARHAW Equal Opportunity Office, 655-6718/0386/0053.



CHRISTOPHER G. CAVOLI
Major General, USA
Commanding

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