



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

REPLY TO  
ATTENTION OF

APVG-CG

5 November 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Hawaii Policy Letter 2 – Equal Opportunity Program, Treatment of Persons and Complaint Procedures

1. References.

- a. AR 600-20, Army Command Policy, AR 600-20-1 dated 24 October 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. Unit cohesion is a functional imperative for all units of this command and cannot be achieved without interpersonal harmony among members. Achieving such harmony across USAHAW will depend upon many factors, on the emphasis we place in fostering a command environment, which ensures equal opportunity and the fair treatment for all Soldiers, Family members, and DOD Civilians regardless of race, color, religion, gender, national origin or hazing and bullying. This policy applies at all times, extends to Soldiers, Family members and DOD Civilians on and off post and off duty within the limits of the laws of localities, states and host nations.

b. 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 25<sup>th</sup> ID AND USAHAW Equal Opportunity Office (808) 655-8085/0053/0386/6718, Equal

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Employment Opportunity Office (808) 438-4965, Chaplain, Inspector General, Staff Judge Advocate, Provost Marshal and Criminal Investigation Division (CID).

c. The chain of command will ensure complainants are protected when filing equal opportunity (EO), equal employment opportunity (EEO) complaint. 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 these 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

d. 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 timeliness outlined in Appendix D, AR 600-20, are followed and that required feedback to the Soldiers, Family members and DOD Civilians along with a follow-up assessment is conduct. Commanders shall also provide written feedback to the alleged 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 remains in effect until cancelled or superseded in writing.

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

  
CHARLES A. FLYNN  
Major General, USA  
Senior Commander

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