



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON KAISERSLAUTERN  
UNIT 23152  
APO AE 09227-3152

REPLY TO  
ATTENTION OF

IMEU-KAI-EO

SEP 28 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Kaiserslautern (USAGK) Command Policy Letter #13-Equal Opportunity (EO) Complaint Procedures

1. Reference: Chapter 6, Army Regulation 600-20, Army Command Policy.
2. This policy applies to all USAGK Soldiers and Family Members. In issues of discrimination not related to employment, this policy also applies to Department of the Army Civilians (DAC) and USAGK Family Members.
3. The EO Program requires the constant attention of Commanders and Leaders at all levels. They must ensure that its members are fully aware of the procedures for obtaining redress of complaints, including those against members of the chain of command. These procedures will be in writing and displayed at all times where unit members have access to them.
4. How and by whom the complaint is formally processed is a command responsibility. Commander or Supervisor will:
  - a. Ensure all USAGK members are afforded the opportunity to submit EO complaints without fear of reprisal or any unfavorable action being taken against them.
  - b. Ensure individuals are afforded the opportunity to present discrimination complaints to the chain of command or the EO Office.
  - c. Ensure the chain of command or staff agencies receiving the complaint conduct an informal inquiry into the allegations to determine merit, and if so, assist the commander in resolving the complaint at the lowest possible level.
5. Discrimination and sexual harassment are command problems as well as individual problems. I expect all personnel to accept this responsibility and report any inappropriate behavior immediately through their chain of command. Should this course of action be impossible, then the complainant should seek assistance from the Community EO Office.

IMEU-KAI-ZA

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6. Point of contact is the EO Officer at DSN 493-4130.

  
LARS N. ZETTERSTROM  
LTC EN  
Commanding

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