



DEPARTMENT OF THE ARMY  
10TH ARMY AIR AND MISSILE DEFENSE COMMAND  
UNIT 25357  
APO AE 09136-5357

AECG-AMD

OCT 03 2022

MEMORANDUM FOR All Personnel Assigned, Attached, or OPCON to 10th Army Air and Missile Defense Command (AAMDC), Sembach, Germany 09136

SUBJECT: Policy Letter # 7, Processing Equal Opportunity Complaints

1. Reference:

- a. 10th AAMDC Policy Letter # 2, Processing Equal Opportunity.
- b. Army Regulation (AR) 600-20 Army Command Policy.
- c. AR 15-6, Procedures for Administrative Investigations and Boards of Officers.

2. Purpose. To notify all 10th AAMDC Soldiers and leaders on how to process Equal Opportunity Complaints.

3. Applicability. This policy applies to all units assigned/attached, or OPCON to 10th AAMDC.

4. Policy.

a. A successful organization must have a robust and effective equal opportunity (EO) program. For our EO program to be effective, commanders must promptly investigate all complaints of alleged discrimination or unfair treatment based on color, national origin, race, religion, sex (including gender identity), or sexual orientation to ensure compliance with AR 600-20, appendix C.

b. Leaders should always try to resolve allegations of discrimination at the lowest level possible in the chain of command. If this is not possible, Soldiers, Civilians, and Family Members should immediately report the alleged discrimination to their chain of command, an EO office, a chaplain, an equal employment opportunity office, the Inspector General, a medical provider, the provost marshal, or a Judge Advocate. Leaders will not hinder personnel from using any of these channels to report alleged discrimination. Furthermore, leaders will ensure that individuals who believe that they are being discriminated against are permitted to file complaints without fear of reprisal or intimidation.

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c. Commanders who receive a complaint will adhere to the established investigative timelines and reporting procedures as follows:

(1) Commanders will initiate an investigation within 5 calendar days of receiving the complaint, either personally or by appointing an investigating officer in accordance with AR 15-6.

(2) The Investigating Officer (IO) will have 30 calendar days to conduct the investigation and submit it to the servicing Staff Judge Advocate for legal sufficiency review.

(3) The Staff Judge Advocate will have 14 calendar days to determine legal sufficiency.

(4) Once complete the IO will submit the investigation to the command for final disposition.

(5) If extenuating circumstances make it impossible to conduct and complete an investigation within 30 calendar days, the commander may request an extension of no more than 30 calendar days from the next higher commander.

5. I fully support the EO program and expect our leaders at all levels to support it as well.

6. A copy of this letter will be posted on all unit bulletin boards.

7. The point of contact for this memorandum is the 10th AAMDC Equal Opportunity Advisor MSG Carlos X. Retana at carlos.x.retana.mil@army.mil and 314-528-7924.



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Commanding