



DEPARTMENT OF THE ARMY
HEADQUARTERS, 32D ARMY AIR AND MISSILE DEFENSE COMMAND
111 PERSHING ROAD
FORT BLISS TEXAS 79916

REPLY TO
ATTENTION OF:

AFVL-CG

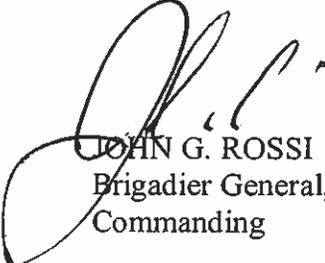
19 October 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity Complaint Processing Procedures (Policy Letter 1-4)

1. Soldiers, family members and DA civilians who believe they have been discriminated against because of race, color, gender, religion, or national origin have the right to file a complaint. They also have the right to a thorough and expedient investigation of their grievances. I want all Soldiers, family members and DA civilians to understand that their complaint will be taken seriously and addressed in a prompt and professional manner. **I will not tolerate any acts of reprisal, or attempts to suppress someone who wants to file a complaint.**
2. Should any Soldier, family member or civilian believe that he/she is a victim of discrimination or harassment he/she should immediately file a complaint. Informal complaints may be made through a report to the chain of command or unit EO Representative. Although using the chain of command is strongly encouraged, it will not serve as the only channel available to the complainant. Soldiers may also file a complaint with the 32d AAMDC Equal Opportunity Advisor at Building 2425A (Fort Bliss), Room 209, (915) 568-8587 (office phone), or (915) 309-2899 (cell phone). 32d AAMDC Soldiers and DA civilians not assigned to Fort Bliss can also contact the Post EO or EEO Office at their respective military installations. Additionally, all 32d AAMDC Soldiers and civilians should follow the EO Complaint Procedures Chart published by their installation.
4. 32d AAMDC units will process all complaints IAW AR 600-20 and installation EO Complaint Procedures Chart. Any commander or agency who receives an EO complaint will immediately contact the unit EO Advisor for assistance. The Commander will notify me within 72 hours of receipt of any formal EO complaint.
5. A copy of this memorandum, with the EO/Sexual Harassment Complaint Process, will be posted on each bulletin board down to battery level. Units will identify their installation's hotline number on the posted process chart.

"Swift and Sure!"


JOHN G. ROSSI
Brigadier General, USA
Commanding

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