



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX  
1ST CAVALRY REGIMENT ROAD  
FORT KNOX, KENTUCKY 40121-5123

ATCC-EO

MAY 07 2012

MEMORANDUM FOR

Commanders, Fort Knox Partners in Excellence  
Commanders, All Units Reporting Directly to This Headquarters  
Deputy Chiefs of General and Chiefs of Special Staff Offices, HQ USACC

SUBJECT: Policy Letter 3 – Equal Opportunity Complaint Procedures

1. Reference Army Regulation 600-20, Army Command Policy, Chapter 6 and Appendix D, 18 March 2008, Rapid Action Revision (RAR) Issue Date: 4 August 2011.
2. I want all Soldiers, Family members and DA Civilians, to know that I am committed to ensuring their Equal Opportunity complaints will be addressed in a prompt and professional manner. The EO complaints processing system addresses complaints which allege discrimination or unfair treatment on the basis of race, color, religion, gender, or national origin. Soldiers, Family members and DA Civilians who believe they have been discriminated against have the right to file a complaint. Our Soldiers, Family members and DA Civilians have the additional right to thorough and expedient investigations of their grievances when they perceive an injustice, incident, or unfair treatment. The chain of command will ensure complainants and witnesses are protected from acts or threats of intimidation, harassment, or reprisal. I expect leaders at all levels to take appropriate action when presented with complaints.
3. Unlawful discrimination will not be practiced, condoned, or tolerated. If you believe you have an EO complaint, I recommend you inform your chain of command to provide them the first opportunity to resolve the issue. Although the processing of EO complaints through your chain of command is encouraged, it will not serve as the only channel available to resolve complaints. Other alternative agencies available to assist in resolving complaints include the Equal Opportunity Office, Chaplain, Inspector General, Staff Judge Advocate, Provost Marshal, Medical Agencies, and the Housing Referral Office.
4. Any person wanting to file an EO complaint will immediately contact the Cadet Command and Fort Knox EO Office at (502) 624-3565/4019, or DSN 464-3565/4019. Commanders at all levels will work to establish and sustain a healthy command climate.

A handwritten signature in black ink, appearing to read "Jefforey A. Smith".

JEFFOREY A. SMITH  
Major General, USA  
Commanding