



DEPARTMENT OF THE ARMY
U. S. ARMY CENTER FOR HEALTH PROMOTION AND PREVENTIVE MEDICINE
5158 BLACKHAWK ROAD
ABERDEEN PROVING GROUND, MARYLAND 21010-5403

REPLY TO
ATTENTION OF

MCHB-CG-HHD

1 April 2004

MEMORANDUM FOR USACHPPM-HHD Personnel

SUBJECT: Equal Opportunity (EO) and Sexual Harassment Complaint Process
– Policy Memorandum #16

1. I am fully committed to and support the military's Equal Opportunity Program and the USACHPPM Commander's policies on Equal Opportunity. I expect all members of Headquarters and Headquarters Company to also actively support this program and these policies.

2. The following policy applies:

a. Should anyone believe they are a victim of discrimination or sexual harassment, they should immediately present their complaint to their chain of command.

b. The chain of command has primary responsibility for processing complaints of discrimination and sexual harassment. Although using the chain of command is strongly encouraged, it will not serve as the only channel available to the complainant. Should the complainant feel uncomfortable with filing the complaint with their chain of command, or should the complaint be against the chain of command, there are alternate channels available to the complainant (see Encl 1, DA Poster 600-4 Jan 00). Civilians who have a complaint should follow the complaint procedures as outlined in AR 690-600, or contact an Equal Employment Opportunity counselor.

c. Personnel are prohibited from taking acts of reprisal against any soldier for filing a complaint of unlawful discrimination or sexual harassment IAW the Military Whistleblowers Protection Act.

Encl

A handwritten signature in black ink, appearing to read "Tanya M. Garcia".

TANYA M. GARCIA
CPT, MS
Commanding

EQUAL OPPORTUNITY / SEXUAL HARASSMENT COMPLAINT PROCESS

