

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity (EO) Complaint Procedures

1. I expect soldiers and civilian employees of this Medical Department Activity (MEDDAC) to use chain of command channels for redress of any grievance. This is the method that best ensures timely and complete redress of such grievances. All chain of command grievances should ultimately reach me and allow me to be aware of organizational needs, problems, and required corrective actions.
2. Should contact with the chain of command not produce timely or adequate solution to your concern, you should seek assistance from the Equal Opportunity (EO) Officer. The EO Officer will conduct an informal investigation, interviewing and coordinating with staff offices as necessary to arrive at a resolution to the difficulty. The EO Officer will report directly to me on any EO concerns involving both individual and organizational problems.
3. The EO Officer will brief the Commander on any complaint regarding discrimination. Whether true discrimination or a perception of discrimination exists, it is important that the Commander take effective corrective action.
4. When complaints of discrimination cannot be resolved within the MEDDAC, the Fort Huachuca EO Officer will be informed and assistance of other staff officers from the Post will be utilized. Post officers who might be involved in such investigations include the Inspector General, the Provost Marshal, the Staff Judge Advocate, and other senior officials.
5. This letter is to be posted prominently on all MEDDAC official bulletin boards.

THOMAS W. SMITH
Colonel, Medical Corps
Commanding

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