



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 3D CORPS SUPPORT COMMAND  
UNIT 29620  
APO AE 09096

REPLY TO  
ATTENTION OF

AETV-SCG-EO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 3d Corps Support Command (COSCOM) Policy Memorandum #17, Equal Opportunity Complaint Process

1. **PURPOSE.** To ensure all 3D COSCOM soldiers, civilian employees, and their family members are aware of the Commander's policy on the processing of Equal Opportunity Complaints.

2. **APPLICABILITY.** Headquarters, 3D COSCOM and all subordinate units.

3. **POLICY.**

a. Individuals are encouraged to first use the chain of command for redress of grievances. However, other channels are available for further assistance, guidance, and redress. They are: EO Advisors, the Chaplain, Inspector General, Judge Advocate General, Provost Marshal, criminal investigators, medical agencies, or the Chief, Housing Referral Office.

b. Complainants may choose to file either an informal or a formal complaint. Regardless of what type of complaint is filed, the agency that receives the complaint will tell the complainant what role the agency has, what will be done with the complaint and assist the commander in resolving the complaint at the lowest level possible. The complainant and accused have the option to appeal the results.

c. All members of the COSCOM have the right to present complaints without fear of intimidation or harassment. The chain of command will ensure that complainants and witnesses are protected from reprisal and retaliation.

d. Equal Opportunity Advisors at group and higher levels are fully trained and readily available to assist commanders and complainants. Contact the 3D COSCOM EO Office for further information or assistance regarding the EO complaint process, DSN 337-5571 or Iraq DSN 312-558-2064.

4. **SUPERSESSON.** This policy supercedes the previous Equal Opportunity Complaint Process Policy Memorandum.

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5. EXPIRATION. This policy memorandum expires 1 August 2004.

6. "Sustaining the Line!"

//ORIGINAL SIGNED//  
VINCENT E. BOLES  
Brigadier General, USA  
Commanding

DISTRIBUTION:

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