



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
SPECIAL TROOPS BATTALION, 3D CORPS SUPPORT COMMAND
UNIT 29620
APO AE 09096

AETV-SCS-H

24 October 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Special Troops Battalion Policy Memorandum #6, Equal Opportunity Complaint Process

1. **PURPOSE.** To ensure all soldiers, civilians and family members are aware of the Commander's policy on Equal Opportunity.
2. **APPLICABILITY.** Headquarters, Special Troops Battalion 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 STB 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.
4. **SUPERSESSION.** This policy supercedes STB Policy Letter #6 dated 19 Nov 2001.
5. **EXPIRATION.** This policy memorandum expires 1 October 2003.

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6. "Fit to Fight!"

/// Original Signed ///
MICHELE M. PUTKO
LTC, OD
Commanding

Distribution:

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