



Anonymous Complaint Procedures

Incident

Soldier submits an anonymous complaint

Commander determines if provided information is actionable

NO

YES

Commander prepares MFR for EOA

Initiate Formal Complaint

Initiate Informal Complaint

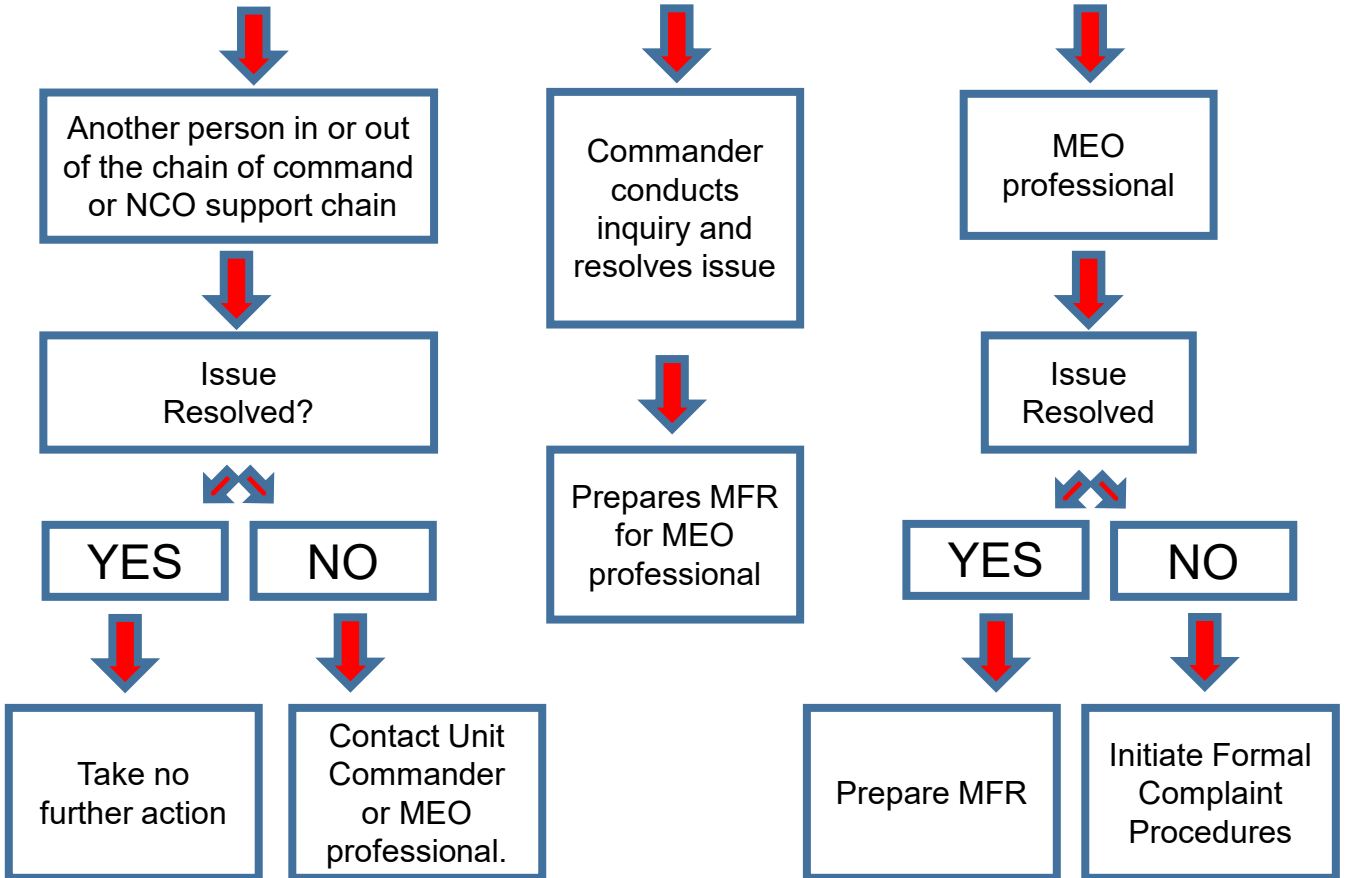


Informal Complaint Procedures



Must submit complaint within 60 days of last incident

Soldier Initiates Informal Complaint Process





Formal Complaint Outline

Soldiers have 60 calendar days from the date of the alleged incident in which to file a formal complaint. This time limit is established to set reasonable parameters for the inquiry or investigation and resolution of complaints, to include ensuring the availability of witnesses, accurate recollection of events, and timely resolution or remedial action.

A formal complaint is one that a complainant files in writing using a DA Form 7279 and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken. .

Upon receipt of a formal complaint, the commander will either conduct an investigation personally or immediately appoint an investigating officer.

The entire complaint process will be complete within 60 days. A complaint is resolved by action to restore benefits and privileges lost because of unlawful discrimination or harassment.

Commanders will take corrective action to preclude recurrence of discriminatory or harassing conduct and address any management deficiencies or other contributing factors that caused the allegations to be raised.

See your Brigade-level Military Equal Opportunity Professional for more information on the formal complaint process.