



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 1ST CAVALRY DIVISION  
BUILDING 28000, 761ST TANK BATTALION AVENUE  
FORT CAVAZOS, TX 76544

AFVA-CG

29 August 2024

MEMORANDUM FOR RECORD

SUBJECT: 1st Cavalry Division, Military Equal Opportunity (MEO) Program and Complaint Procedures Policy Letter

1. Reference: Army Regulation 600-20, Army Command Policy, 24 July 2020.
2. Applicability: This policy applies to all at Soldiers including active and assigned, attached or under operational control to 1st Cavalry Division, and tenant activities, regardless of location, as well as their Family Members. It applies both on and off post, and during duty and non-duty hours.
3. Purpose: To ensure every 1st Cavalry Division Soldier is aware of the Military Equal Opportunity (MEO) complaint process and feel empowered to voice their concerns through a formal or informal redress process.

3. Policy.

a. My commitment to the MEO Program is unwavering. The strength of our division lies in the diversity of our Troopers and DA Civilians. It is my solemn duty to ensure that every member of our team, the First Team, feels valued, respected, and empowered to serve without fear of discrimination based on race, color, religion, national origin, sex (including gender identity and pregnancy) or sexual orientation and harassment. We must foster an environment where everyone can contribute their unique perspectives and talents, enhancing our operational readiness and unit cohesion.

b. I encourage open dialogue and assure every Soldier and DA Civilian that their voices will be heard. The MEO complaint process is in place for you to address any concerns; it is not just a policy but a vital component of our organizational culture. I am committed to providing the necessary resources and support for training, education, and action on any complaint received.

c. Every commander, director, and supervisor will foster and maintain positive command climate. A positive command climate is an environment where Soldiers and DA Civilians feel free to voice their opinions without fear of reprisal. Openness provides the foundation for addressing conflicts and grievances promptly, fostering a culture of accountability and continuous improvement.

d. Commanders at all levels will support the Army Heritage Month activities annually, during the month of June, consistent with the Army's Strategic Communication Plan.

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They will also allow maximum attendance by all Soldiers, Family Members, and DA Civilians within their command.

e. Commanders, directors, and supervisors at all levels are accountable for addressing policies, procedures, and practices that intentionally or unintentionally contribute to discrimination or harassment. Every leader is responsible for communicating aspects of complaint processing procedures to their personnel and to encourage personnel to resolve issues at the lowest level by utilizing their chain of command. If a person feels discriminated against, he or she should not hesitate to report the issue in accordance with Paragraph 6-6, AR 600-20, to the chain of command, the MEO, Inspector General (IG), Staff Judge Advocate (SJA), Chaplain, or the Provost Marshal (PM).

f. Each complainant will have access to the MEO Professional, IG, SJA, Chaplain and the PM. Any person or a representative filing his/her complaint, anonymous, formal or informal, will be protected from reprisal or retaliation. A complaint should be filed at the lowest echelon of command to ensure the complainant receives a thorough, expeditious, and unbiased investigations of the allegations. No Soldiers or employees may take or threaten to take unfavorable personnel action or withhold a favorable personnel action in reprisal against any person for filing a complaint.

(1) An anonymous complaint is a report made regarding the alleged wrongful conduct or violation of policy that disclose the identity of the person making the complaint. This type of complaint allows individuals to express their concerns about discrimination, harassment, or misconduct without fear of retaliation or negative repercussions. The installation has a 24/7 MEO and Harassment Hotline, which provides an additional avenue for Soldiers to anonymously report incidents of MEO and Harassment.

(2) An informal complaint is a way for Soldier or Family Members to address grievances or concerns about discrimination, harassment, or other issues in a less formal manner than a formal complaint. This approach is designed to facilitate quick resolution and promote open communication. It should be resolved within 60 days.

(3) A formal complaint is any complaint that a Soldier or Family Member files in writing using Department of Army Form 7279, Equal Opportunity and Harassment Complaint Form, and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of actions taken. The entire formal complaint process will be complete within 60 days.

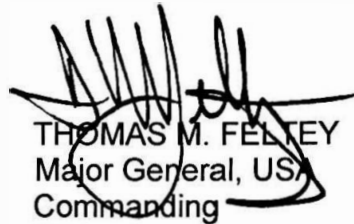
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4. Commanders will ensure widest dissemination of this policy to the lowest levels. Units will permanently post this memorandum on unit bulletin boards.

5. This policy letter supersedes any previous 1st Cavalry Division Open Door policies and will remain in effect until superseded or rescinded.

6. The point of contact for this memorandum is the 1st Cavalry Division MEO Office at 254-553-8362 or 254-553-0838.



THOMAS M. FELTEY  
Major General, USA  
Commanding