



DEPARTMENT OF THE ARMY
HEADQUARTERS, 108TH AIR DEFENSE ARTILLERY BRIGADE
BLDG X-4514 AIR DEFENSE LOOP
FORT BRAGG, NORTH CAROLINA 28310-5000

AFVL-DBC

18 June 2025

MEMORANDUM FOR All Personnel of the 108th Air Defense Artillery Brigade

SUBJECT: Policy Memorandum #2: Military Equal Opportunity (MEO) and Harassment Prevention and Response Program

1. Reference. AR 600-20, Army Command Policy, Chapter 6, 6 February 2025
2. I am firmly committed to maintaining a climate of Equal Opportunity (EO) and treatment for Soldiers, civilian employees, and their Families within the Brigade.
3. All Soldiers, Civilians and Families of the Brigade deserve to be treated with dignity and respect and to be recognized for what they do. This command will provide an environment that is free of unlawful discrimination. Discrimination occurs when someone, or a group of people, is harassed, intimidated, insulted, humiliated, or is treated less favorably than another person or group, because of their race, color, sex (to include pregnancy), national origin, religion, or sexual orientation. It includes use of disparaging terms with respect to a person's race, color, sex (to include pregnancy), national origin, religion, or sexual orientation which contributes to a hostile work environment. Such treatment directly affects morale, discipline, and readiness of the Command. I am committed to ensuring that all persons are always treated in every area on the basis of merit, performance, and potential in support of readiness.
4. Equal Opportunity is a leader responsibility and a command function. I expect every leader in the Brigade to adhere to these principles and to ensure full compliance by their subordinates. Every leader will use communications, education, and training to ensure maximum awareness and understanding of these standards. In addition, commanders will establish an active equal opportunity training program that ensures both understanding and compliance of EO objectives.
5. When appropriate, individuals should attempt to resolve a complaint by first informing the alleged offender that the behavior must stop. If the behavior continues, advise the command on the specifics of the discrimination complaints, and provide the command an opportunity to take appropriate action to rectify/resolve the issue. Although the processing of Equal Opportunity complaints through the Chain of Command is strongly encouraged, it will not serve as the only channel available to Soldiers and Family members.

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6. It is the right of all Brigade Soldiers, Civilians, and their Families to present a discrimination complaint based on race, color, sex, national origin, religion, or sexual orientation to the command without fear of intimidation, reprisal, or harassment.

7. Should a complainant feel uncomfortable in filing a complaint with his/her Chain of Command, or should the complaint be against a member of the Chain of Command, the following alternative agencies are available to receive and process Equal Opportunity complaints:

- a. Higher echelon in the Chain of Command
- b. Equal Opportunity Advisor
- c. Inspector General
- d. Chaplain
- e. Provost Marshal
- f. Staff Judge Advocate

8. Types of Complaints.

a. Anonymous. Complaints where the complainant remains unidentified may be handled as either an informal or a formal complaint and entered in MEO database, as such. The commander will determine if sufficient information is provided to proceed as either an informal or formal complaint.

b. Informal Complaint. Any complaint that a Soldier or Family member does not wish to file in writing. Informal complaints may be resolved directly by the individual, with the help of another unit member, the commander, or the other person in the complainant's Chain of Command.

c. Formal Complaint. Any complaint filed in writing that the complainant swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, require documentation of the actions taken and will be entered into the MEO database.

9. Individuals are encouraged to report any incidents of discrimination to their first-line leader, Equal Opportunity Leader(s), Chain of Command, or the Inspector General's Office. There will be no reprisal against those exercising their Equal Opportunity rights.

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10. All discrimination complaints will be handled with assistance from the unit Equal Opportunity Leader(s). Additionally, if you believe that your complaint was not fairly or expeditiously handled by your Chain of Command, you may present it to me through my Open Door Policy.

11. The Consideration of Others Program is an important tool that enables us to create and maintain a value-oriented organization based on dignity and respect. As leaders, we must ensure that a viable Consideration of Others Program is established and supported at all levels.

12. I expect everyone in the 108th Air Defense "Spartan" Brigade to strive for a workplace free of prejudice and discrimination.

13. The point of contact for this memorandum is the 108th Air Defense Brigade Equal Opportunity Advisor, SFC Robert Lighthall at robert.e.lighthall.mil@army.mil.



KING E COOPER JR.
COL, AD
Commanding