

DEPARTMENT OF THE ARMY  
Headquarters and Headquarters Detachment  
417th Base Support Battalion  
Unit 26124  
APO AE 09031

AETV-WG-WC

12 December 2003

MEMORANDUM FOR RECORD

SUBJECT; Policy letter 4b – Formal Equal Opportunity Complaint Reporting

1. PURPOSE: This policy establishes procedures for reporting formal EO complaints.
2. SCOPE: This policy applies to BSB Commanders within 98th ASG.
3. POLICY:
  - a. Company Commanders will report all formal Equal Opportunity complaints to the BSB Commander via email no later than 48 hours after receipt. A courtesy copy of this notification including a copy of the reprisal plan will be forwarded to the 417<sup>th</sup> BSB Equal Opportunity Advisor.
  - b. The initial correspondence will contain the following information at a minimum; name, grade, and unit of the complainant and the accused, and a brief description of the alleged behavior.
  - c. The Company Commander will provide a progress report to the BSB Commander 20 days after the date on which the investigation commenced and 14 days thereafter until completion.

  
KENNETH C. WILSON  
CPT, AV  
Commanding