



98TH AREA SUPPORT GROUP

"TEAM OF TEAMS"

COMMANDER'S POLICY



POLICY NUMBER: 12

DATE: 21 July 2004

SUBJECT: Formal Equal Opportunity Complaint Reporting

1. REFERENCE

- a. AR 600-20, Army Command Policy, Chapter 6, Appendix E, 13 May 02.

2. **PURPOSE:** This policy establishes procedures for reporting formal EO complaints.

3. **SCOPE:** This policy applies to BSB Commanders within 98th ASG.

4. POLICY:

- a. BSB Commanders will report all formal Equal Opportunity complaints to the ASG 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 98th ASG 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 BSB Commander will provide a progress report to the ASG Commander 20 days after the date on which the investigation commenced and 14 days thereafter until completion.

- d. This policy memo supersedes 98th ASG Policy memo 12, dtd 30 January 2003.

"Team of Teams"

RUSSEL D. SANTALA
Colonel, AD
Commanding