



OFFICE OF THE COMMANDANT
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996

MACC

AUG 28 2019

USCC POLICY MEMORANDUM (CC-19-03)

SUBJECT: Equal Opportunity (EO) Complaint Procedures

1. REFERENCES:

- a. AR 600-20, Army Command Policy, 06 November 2014
- b. USMA Equal Opportunity (EO) Complaint Procedures, 2 July 2018

2. PURPOSE: To establish the United States Corps of Cadets (USCC) procedures for how and where to file equal opportunity complaints.

3. POLICY: Violations of this EO Policy will not be tolerated. Unlawful discrimination will not be practiced, condoned or tolerated. Cadets, staff and faculty, and anyone affiliated with USCC, have the right to participate in, and benefit from, programs and activities (i.e. career, employment, educational and social) for which they are qualified. These programs and activities will be free from social, personal, or institutional barriers that prevent people from rising to the highest level of responsibility possible. Persons will be evaluated on individual merit, fitness, and capability, regardless of race, color, sex, national origin, religion or sexual orientation.

4. PROCEDURES: USCC processes all complaints of unlawful discrimination in accordance with (IAW) AR 600-20 Chapter 6 Appendix C. Complainants are sworn to the Equal Opportunity Complaint form DA 7279 in block 8, and the receiving commander acknowledges receipt in block 9. All leaders will ensure Cadets, staff and faculty, and anyone affiliated with USCC are fully aware of the procedures for having their complaint addressed.

a. All members of USCC including Cadets, staff and faculty, and anyone affiliated with USCC, are encouraged to first use their chain-of-command for redress of grievances. However, other agencies are available for further assistance, guidance, and redress. They include the USCC EO Advisor at (845) 938-8456, the USMA EO Advisor at (845) 938-7082, the Chaplain's Office at (845) 938-2784, the Inspector General at (845) 938-8210, the Staff Judge Advocate (SJA) at (845) 938-8570, the Provost Marshal's Office (PMO) at (845) 938-3333, the United States Army Criminal Investigations Division (CID) at (845) 938-3513, medical agency personnel, and the Chief of Community Housing Referral/Relocation

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Services (CHRRS) Office. The Cadet chain-of-command will not conduct inquiries into matters concerning complaints of discrimination.

b. Complainants may choose to file a formal or informal complaint, IAW AR 600-20, Appendix C. Regardless of the type of complaint filed, the agency that receives it will tell the complainant what role that agency serves and what will be done with the complaint. Confidentiality regarding any complaint will be attempted at all times. However, it will neither be guaranteed nor promised by the commander or alternate agency other than the chaplain or legal assistance attorney.


c. Informal complaints do not have an established timeline and they are not required to be reported to the General Court-Martial Convening Authority (GCMCA), but they are taken as seriously as a formal complaint and will be handled in a timely manner. Formal complaints must be filed within 60 days of the incident and it is up to the Commandant to act on those submitted after 60 days has past. All formal complaints will be reported, within 72 hours, to the GCMCA in the chain-of-command. Complaints will be processed IAW the timelines in AR 600-20, Appendix C.

d. All members of USCC have the right to present complaints without fear of intimidation, harassment, or reprisal. The chain-of-command will ensure that complainants, witnesses, and subjects are protected from reprisal or retaliation. Acts of reprisal or threatened reprisal must be reported to the USMA Inspector General (IG) for investigation and to the USCC EO office for trend analysis. I strongly encourage a complainant or witness to immediately report such threats or acts of reprisal to their appropriate chain-of-command, the USCC EO, and the IG.

5. RESPONSIBILITIES: The chain-of-command has primary responsibility for processing complaints of discrimination. Although we encourage using the chain-of-command, it will not serve as the only channel available to the complainant. Should the complainant feel uncomfortable in filing a complaint with his or her chain-of-command or should the complaint be against a member of the chain-of-command, alternate channels are available. All personnel in USCC are challenged to maintain our positive command climate and confront those who detract from or violate USCC Policies on Equal Opportunity.

6. EXPIRATION: This policy memorandum is in effect until superseded or rescinded.

7. POINT OF CONTACT: The proponent for this policy is the USCC EO Advisor at x8456.


CURTIS A. BUZZARD
Colonel, IN
Commandant of Cadets