



DEPARTMENT OF THE ARMY

121ST SIGNAL BATTALION
CMR 448
APO AE 09225

REPLY TO
ATTENTION OF:

AETV-BG-SB

24 JUN 03

MEMORANDUM FOR RECORD

SUBJECT: Policy Memorandum 4: Race Relations and Equal Opportunity (RR/EO)
Complaint Procedures

1. Race Relations and Equal Opportunity complaints may be directed to either the Battalion or Community Equal Opportunity Staff NCO (EOSNCO)
2. Community complaints will be directed to the Battalion EOSNCO. The Battalion EOSNCO, in coordination with the appropriate agencies, will take actions to resolve the complaint and provide feedback to the originator until final resolution.
3. Unit complaints will be addressed to the company level RR/EO chain of command, i.e. first line supervisor, Race Relations and Equal Opportunity NCO or commander. They will attempt to resolve the complaint at that level first. If the complaint cannot be resolved at the company level, the Race Relations and Equal Opportunity or the commander will bring it to the attention of the Battalion EOSNCO, who will use all available feedback to the originator until final resolution.
4. Off-post discrimination complaints should be reported to the Battalion EOSNCO, or the Battery Race Relations and Equal Opportunity NCO within 24 hours of occurrence. The Race Relations and Equal Opportunity personnel will then notify the BSB Race Relations and Equal Opportunity personnel, who will investigate the complaint and provide feedback to the Battalion EOSNCO.

DANGER'S VOICE!

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JIM GARRISON
LTC, SC
Commanding