



DEPARTMENT OF THE ARMY
BROOKE ARMY MEDICAL CENTER
FORT SAM HOUSTON, TEXAS 78234-6200

REPLY TO
ATTENTION OF
MCHE-BC

3 September 2002

MEMORANDUM FOR TROOP COMMAND, BROOKE ARMY MEDICAL CENTER
(BAMC), PERSONNEL, FORT SAM HOUSTON, TX 78234-6200

SUBJECT: Equal Opportunity (EO) and Sexual Harassment Complaint
Procedures (Policy Memorandum #6)

1. Brooke Army Medical Center enjoys the reputation of providing the best patient care possible. I am firmly committed to the principles and goals of the Equal Opportunity Program. Discrimination on the basis of race, color, religion, gender, national origin, and sexual harassment will not be condoned in any form. It is my personal goal to provide equal opportunity for all military personnel, their family members and civilian employees, and I am confident that each of you will join me in a total commitment to this goal.

2. Soldiers, family members and civilian employees who feel they have discriminated against should make full use of the chain of command and the Equal Opportunity Office to address their issues. These individuals will in no way be intimidated or harassed for exercising their lawful rights in pursuing valid and legitimate complaints of discrimination or sexual harassment. Complaints alleging departure from this will be promptly and fully investigated and corrective actions taken when required.

3. Complaints should be filed in accordance with the following procedures:

a. An individual with a complaint is urged to do everything possible to gain assistance at section or unit levels, within the chain of command.

b. An Equal Opportunity Representative is available for your assistance and will assist you in contacting the appropriate agency.

c. Complaints that cannot be informally resolved must be directed to the appropriate agency for formal investigation. While individuals will be accorded free access to the Equal Opportunity Advisor, Inspector General, Staff Judge Advocate, Staff Chaplain, and the Provost Marshall, they are encouraged to make maximum use of the chain of command for redress of grievances.

d. Individuals are reminded that the Commander has an Open Door Policy should they feel their grievances have not been satisfactorily resolved.

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e. In all cases, complainants will be advised of progress toward resolutions of grievances, and will be notified in writing of the final disposition.

4. If you have questions or need assistance in filing an EO/Sexual Harassment complaint, call the BAMC Equal Opportunity Advisor at 916-9755.

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JAMES A. MUNDY
LTC, MS
Commanding