



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
SPECIAL TROOPS BATTALION
16TH SUSTAINMENT BRIGADE
CMR 459, APO AE 09139

AER-SB-B

25 February 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Special Troops Battalion Policy Letter #3, Human Relations/Equal Opportunity Complaint Process

1. Individuals are encouraged to first use the chain of command (to include myself under my Open Door Policy) for redress of grievances. However, other channels are available for further assistance, guidance, and redress. They are: Equal Opportunity Advisors, the Chaplain, Inspector General, Judge Advocate General, Provost Marshal, criminal investigators, medical agencies.
2. Complainants may choose to file either an informal or a formal complaint. Regardless of what type of complaint is filed, the agency that receives the complaint will tell the complainant what role the agency has, what will be done with the complaint and assist the commander in resolving the complaint at the lowest level possible. The complainant and accused have the option to appeal the results.
3. All members of the 16th STB and subordinate units assigned or attached have the right to present complaints without fear of intimidation or harassment. The chain of command will ensure that complainants and witnesses are protected from reprisal and retaliation.
4. Equal Opportunity Advisors at brigade and higher levels are fully trained and readily available to assist commanders and complainants. Contact the 16th STB Equal Opportunity Office for further information or assistance regarding the Human Relations/Equal Opportunity complaint process at DSN 433-2527 or 433-2695.
5. The point of contact for this action is 2LT Meyer @ DSN 469-9024


STEPHEN R. DAVIS
LTC, LG
Commanding

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