



DEPARTMENT OF THE ARMY  
LANDSTUHL REGIONAL MEDICAL CENTER  
UNIT 33100  
APO AE 09180-3100

MCEU-LCO

29 June 2023

MEMORANDUM FOR ALL PERSONNEL ASSIGNED OR ATTACHED TO  
LANDSTUHL REGIONAL MEDICAL CENTER

SUBJECT: LRMC Command Policy Letter 9 - Military Equal Opportunity and  
Harassment Complaint Procedures

1. References:

a. AR 600-20, Army Command Policy, 24 July 2020.

b. Medical Readiness Command Europe Command Policy Memo 22-008, Military  
Equal Harassment Complaint Procedures, 03 August 2022.

2. This command intends to provide an environment free of discrimination and to ensure fair treatment based solely on merit, fitness, and potential in support of readiness. The goal of the Military Equal Opportunity (MEO) program is to create and sustain effective units by eliminating discriminatory behaviors or practices that undermine teamwork, mutual respect, loyalty, and shared sacrifice of the men and women of the Army. Soldiers and Family members have a right to present a complaint if the EO policy is violated. Attempts should be made to resolve concerns at the lowest level possible within the organization.

3. The complaint processing system addresses complaints that allege unlawful discrimination on the basis of race, color, sex (to include gender identity), national origin, religion, or sexual orientation and harassment, which includes hazing, bullying, and other discriminatory harassment. Concerns raised and/or resolved outside of the complaint processing system are considered problem resolution or leadership actions and are not considered MEO or harassment complaints. Incidents involving allegations of criminal behavior (that is, violations of UCMJ) will be reported or referred to law enforcement.

\*This memorandum replaces LRMC Command Policy Letter 9, dtd 20 May 21.

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4. There are three types of complaints:

a. Anonymous: the complainant remains unidentified, and the complaint is classified as either informal or formal and documented in the MEO data. The Commanding General will determine if sufficient information is provided to proceed as either an informal or formal complaint.

b. Informal: a Soldier, DA Civilian, cadet, or Family member does not wish to file in writing on a DA Form 7279. Informal complaints may be resolved directly by the complainant addressing the offending party, a peer, or another person in or outside the complainant's chain of command or NCO chain of command, or the MEO professional.

c. Formal: a complaint filed in writing using a DA Form 7279, complainant swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken. Complainants have 60 calendar days from the date of the alleged incident to file a formal complaint. Complaints received after 60 days are at the complainants' commander's discretion to conduct an investigation. An investigating officer would be appointed if the commander decides to conduct an investigation.

5. The LRMC Military EO Office is the lead agency for assistance with filing MEO complaints and the point of contact for this memorandum is SFC Sheldon D. Holliday at DSN 314-590-44495 or [sheldon.d.holliday.mil@health.mil](mailto:sheldon.d.holliday.mil@health.mil)



THEODORE R. BROWN  
COL, MC  
Commanding

DISTRIBUTION  
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