



REPLY TO  
ATTENTION OF

MCCS-BEO (600-20)

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
AND FORT SAM HOUSTON  
FORT SAM HOUSTON, TEXAS 78234-5014

02 JUL 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Right of Military Personnel to Present Complaints to the Equal Opportunity Office

1. Military personnel and their family members have the right to present Equal Opportunity complaints for any perceived discriminatory action based on race, color, gender, religion, national origin, or perceived sexual harassment. Commanders, directors, managers, and supervisors will ensure freedom from retaliation, harassment, and intimidation for individuals who choose to exercise this right.
2. The chain of command has the primary responsibility for handling all complaints and will be accountable for their prompt processing and resolution. I encourage each of you to thoroughly utilize your chain of command. However, you may seek assistance directly from the Equal Opportunity Office.

Office Hours:	0800 – 1630, Monday through Friday
Location:	Building 141
Telephone:	221-9276

3. If you do not wish to file a complaint in person, you may write your complaint and forward it to: Equal Opportunity Office, 1400 Stanley Road, Fort Sam Houston, TX 78234-5021.
4. This policy will be posted on all official bulletin boards.

DANIEL F. PERUGINI  
Brigadier General, MC  
Commanding

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