



DEPARTMENT OF THE ARMY  
HEADQUARTERS, WARRIOR TRANSITION BRIGADE- NATIONAL CAPITAL REGION  
9045 BEALE ROAD  
BETHESDA, MD 20889-5634

MCAT-WTB-CDR

24 December 2014

MEMORANDUM FOR Warrior Transition Brigade- National Capital Region (WTB-NCR)

SUBJECT: Warrior Transition Brigade- National Capital Region (WTB-NCR) Policy Letter #19  
- Equal Opportunity and Sexual Harassment Complaint Procedures

1. REFERENCE. AR 600-20, The Army Command Policy
2. APPLICABILITY. This policy applies to all personnel assigned, attached or personnel on temporary duty (TDY) to include Family members, civilian employees, and contract personnel within the Warrior Transition Brigade-National Capital Region (WTB-NCR). This policy extends to Bethesda, Fort Meade and Fort Belvoir WTUs.
3. GENERAL: Sexual harassment is a form of gender discrimination involving unwelcome sexual advances and will not be tolerated within the Brigade. The Sexual Harassment/Assault Response and Prevention Program is a command program designed to eliminate incidents of sexual assault through a comprehensive policy that centers on awareness and prevention, training and education, victim advocacy, response, reporting and follow-up. Prevention of sexual harassment requires leaders at all levels to have and teach integrity and respect.
  - a. The DOD's SAFE HELP LINE: 1-877-995-5247 or online at <https://www.safehelpline.org/>
  - b. WRNMMC 24/7 on call SARC: Ms Agnew, Kimberly (301) 442-2053
  - c. Fort Meade 24/7 on call SARC: Ms Kertes, Glennie (410) 212-4086
  - d. Fort Belvoir 24/7 on call SARC: MSG Wynn, Tamika (703) 740-6016
  - e. Additional inquiry or questions may be directed to the Brigade Sexual Assault Response Coordinator at (301) 221-7369.

4. POLICY:

- a. It is the policy and commitment of the WTB-NCR to provide equal opportunity and an environment free of sexual harassment for all military personnel, Department of Defense Civilians, Families, volunteers, patients, and visitors. Sexual harassment and discrimination based upon race, color, gender, religion or national origin, is unacceptable and will not be practiced, condoned or tolerated. Personnel assigned, attached, or employed in this command, their Families and guests have the right to present individual complaints or grievances of any nature, verbally or in writing, to the appropriate military authorities, without threats of reprisal.

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b. Service Members are encouraged to use their chain of command. It is always important to first consider whether complaints can be solved quickly and more simply through referral to the immediate chain of command or supervisor. Complaints involving equal opportunity matters may be handled as either informal or formal complaints.

(1) An informal complaint is a complaint that a Soldier or Family member does not wish to file in writing. The complaint is not subject to the time suspension's in AR 600-20 and is designed to be resolved at the lowest level possible. The chain of command is responsible, however, for addressing the complaint as quickly as possible.

(2) A formal complaint is filed by submitting a sworn statement on DA Form 7279-R. The complaint will identify the alleged issue, provide names and witnesses, specify the dates of the occurrences and state the EO basis of the complaint. All required suspension's found in AR 600-20 are applicable.

c. Service Members, their Families, volunteers, patients and visitors can bring complaints pertaining to discrimination, disparate or biased treatment or sexual harassment to the attention of the unit chain of command, Equal Opportunity Leader (EOL) or EO Advisor. Complaints filed within this command will be given immediate attention and handled IAW procedural guidelines.

5. This policy supersedes all previous editions, and it remains in effect until it is superseded. Leaders will disseminate this policy memorandum to all personnel and permanently post on all appropriate official bulletin boards.

6. The point of contact for this policy is the WTB-NCR Equal Opportunity Advisor at (301) 400-2286.

Caring for Our Soldiers...Heal, Educate, Transition!

  
DANA S. TANKINS  
COL, SC  
Commanding