



Military Personnel Procedures for Processing Discrimination and Sexual Harassment Complaints

DTRA Policy Statement

The Director of the Defense Threat Reduction Agency (DTRA) is committed to the principles of equal opportunity and fair treatment for all military personnel. All DTRA soldiers, sailors, airmen, and marines will be managed, trained, promoted, evaluated, rewarded, and retained based solely upon their ability and contributions. The DTRA will promote an environment free from personal, social, or institutional barriers that prevent military personnel from rising to the highest level of responsibility possible. Discrimination, harassment, or unequal treatment based upon race, color, religion, gender, or national origin is counterproductive to achieving our combat support mission and will not be tolerated.

Informal Complaint Procedures

The chain of command is the primary and preferred channel for identifying and correcting discriminatory practices. Complaints made orally can be resolved by anyone (e.g., supervisor, office chief, Inspector General, Equal Opportunity (EO) promptly and with a sincere intent to attain resolution. While the incident should be reported through the chain of command, the individual has the right to seek assistance from the DTRA EO Office.

Formal Complaint Procedures

If the military member is dissatisfied with the informal complaint process, a written formal complaint may be filed with the DTRA EO Office. The formal complaint must be submitted within 60 calendar days of the alleged discriminatory incident. A formal inquiry or investigation will be conducted within 14 calendar days.

If the military member is dissatisfied with the results of the inquiry or investigation and the matter has not been resolved, an appeal may be filed with the next higher level in the chain of command. Final appeal rights end at the level of the military member's applicable Military Department Secretary.

Military Personnel Rights and Responsibilities

Military complainants and witnesses shall be free from restraint, interference, coercion, intimidation, harassment, discrimination, or reprisal during both the informal and formal stage of the complaint process.

Resolution of the issue may be possible while maintaining the complainant's confidentiality, however, it cannot be guaranteed or promised by the chain of command or EO staff.

Military members must familiarize themselves with the established DTRA complaint procedures. They should tell the offender to stop when appropriate and advise the command when assistance is needed. They should submit legitimate complaints through their chain of command or the DTRA EO Office, 8725 John Kingman Road MS 6201, Ft. Belvoir, Virginia 22060-6207 within 60 calendar days of the date of the alleged incident or the date the individual became aware of the action or incident.

For more information and assistance, contact the DTRA EO Office at 703.767.4451 or DSN 427.4451.

