



DEPARTMENT OF THE ARMY  
U.S. ARMY WHITE SANDS MISSILE RANGE  
100 Headquarters Avenue  
WHITE SANDS MISSILE RANGE, NEW MEXICO 88002-5000

REPLY TO  
ATTENTION OF

CSTE-DTC-WS-CG

16 OCT 2003

MEMORANDUM FOR Commanders, Directors, Office Chiefs of Team WSMR

SUBJECT: Policy Letter #7: Military Complaint Procedures

1. I encourage personnel to use their chain of command for complaints of discrimination, unequal treatment, or harassment.
2. I would ask that you discuss your complaint with your immediate supervisor. In the event a complaint is against your immediate supervisor and you believe you cannot discuss it with him or her, contact the next person in your chain of command.
3. The chain of command is the primary point of contact for complaints and grievances; however, this is not your only available option. The Equal Opportunity Advisor, Chaplain, Inspector General, Provost Marshal, and Office of the Staff Judge Advocate are also available to assist you.
4. I am concerned and care about you. Anyone who feels his or her complaint has not been satisfactorily resolved, or would prefer to talk with me directly, should contact my office (678-1101) for an appointment.
5. Leaders will handle complaints or grievances as a priority action. No one in this command should fear disciplinary or adverse administrative actions for filing a complaint or grievance. Any contrary action will be brought to my immediate attention.
6. Please disseminate this policy to all personnel and post a copy on official bulletin boards.

  
ROBERT J. REESE  
Brigadier General, USA  
Commanding

DISTRIBUTION:

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