

EXAMPLE REPRISAL PREVENTATION PLAN
DEPARTMENT OF THE ARMY
UNIT LETTERHEAD

Office Symbol (600-20)

Date

MEMORANDUM FOR RECORD

SUBJECT: EO Complaint Reprisal Prevention Plan

1. This reprisal prevention plan is for a (type of complaint) complaint filed by SFC Doe. The following individuals were counseled as part of this plan.
 - a. CPT Smith – SFC Doe's Senior Rater.
 - b. MSG Deal – SFC Doe's Platoon Sergeant.
 - c. MSG James – SFC Doe's Immediate Supervisor (the accused).
 - d. SFC Doe – The Complainant

2. Points covered.
 - a. Rules of retaliation as listed in DODD 7050.6
 - b. Definition of reprisal and potential actions which could be construed as retaliation (see below). Any changes to SFC Doe's personnel status must be approved by me.
 - (1) Special/unorthodox assignments/taskings.
 - (2) Unannounced/short notice changes to duty roster.
 - (3) Threats or derogatory statements to others about the incident/participants.
 - c. Actions to take if one feels they are being retaliated against. Report to me or the IG at xxx-xxxx.

Reporting Commander
Rank/Branch
Commanding

CF:
EOA

Initials : SFC Doe _____ MSG James _____ MSG Deal _____ CPT Smith _____