

Equal Opportunity Program

1260 Thomas Ave, ROOMS 120: (501)-987-8629

TSgt Felicia Simpson

Deputy Director

TSgt Megan Smith

EO NCOIC

Mr. Charles DeSaussure
Director Equal Opportunity

Roger Edwards

ADR Champion

(501)-987-5215

2d Lt Jamillah Gonzalez

Reserve Director EO

MSgt Quenette Freeman

Reserve Deputy Director

CIVILIAN PROCESS

The Equal Opportunity (EO) complaint process is available to any current Federal employee, former employee or applicant for civilian employment (appropriated or non-appropriated fund). It is the Air Force policy to provide equal opportunity in employment for all persons and maintain a work environment free from unlawful discrimination.

INFORMAL COMPLAINTS

Aggrieved persons who believe they have been discriminated against on the basis of race, color, religion, sex, national origin, age, genetic information, retaliation, or disability must consult an EO counselor prior to filing a complaint in order to try to informally resolve the matter.

ALTERNATIVE DISPUTE RESOLUTION (ADR)

ADR includes mediation, facilitation, structured negotiation, and other collaborative problem solving techniques which often produces outcomes that are more efficient effective than traditional, adversarial methods of dispute resolution

FORMAL COMPLAINTS

If there is no resolution at the informal stage, the aggrieved can file a formal complaint. This must be done in writing within 15 days of receipt of the Notice of Final interview from the informal complaint process.

TIME LINE

Individuals' initial contact must be within 45 calendar days of the date of the matter alleged to be discriminatory; in the case of a personnel action, within 45 days of the alleged act of discrimination.

MILITARY PROCESS

The Equal Opportunity (EO) complaint process is a means for military members, family members and retirees to present allegations of unlawful discrimination and sexual harassment of the offending party; someone in a position of authority or both.

INFORMAL COMPLAINTS

The informal complaint resolution process is available as an alternative to making formal complaints. This process empowers the individual to decide on the best way or most appropriate means to address and resolve their concerns. The informal process is for individuals who elect not to file a formal complaint.

IMPORTANT NOTE

Individuals "may" have the option to file a formal complaint if they are not satisfied with the informal process.

FORMAL COMPLAINTS

When individuals believe their concerns about unlawful discrimination or sexual harassment can only be addressed through filing a formal complaint, the EO formal complaint process is the next option.

TIME LINE

Individuals should submit formal allegations of unlawful discrimination or sexual harassment no later than 60 days after the alleged offense. If the allegations are submitted more than 60 days after the alleged offense, the complainant must provide sufficient justification or extenuating circumstances to the EO staff for review and subsequent approval by the installation Commander.

Cultivating Respect