



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 19TH AIRLIFT WING (AMC)
LITTLE ROCK AIR FORCE BASE, ARKANSAS

9 October 2023

MEMORANDUM FOR 19 AW PERSONNEL

FROM: 19 AW/CC

SUBJECT: Equal Employment Opportunity (EEO), Sexual Harassment, and Reasonable Accommodation Memorandum

1. It is illegal to discriminate against someone (applicant or employee) because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, or genetic information. It is also illegal to retaliate against a person because he or she complained about discrimination, filed a charge of discrimination, or participated in an employment investigation or lawsuit.
2. It is unlawful to harass an individual because of that person's sex. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision.
3. Reasonable Accommodation and Religion: The law requires an employer to reasonably accommodate an employee's religious beliefs or practices, unless doing so would cause difficulty or expense for the employer. This means an employer may have to make reasonable adjustments at work that will allow the employee to practice his or her religion, such as allowing an employee to voluntarily swap shifts with a co-worker so that he or she can attend religious services.
4. Reasonable Accommodation and Disability: The law requires that an employer provide reasonable accommodation to an employee or job applicant with a disability unless doing so would cause significant difficulty or expense for the employer. A reasonable accommodation is any change in the workplace (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.
5. Commanders will take action to ensure that EEO policy is implemented with regard to advertising, application procedures, compensation, demotion, employment, fringe benefits, job assignment, job classification, layoff, leave, promotion, recruitment, rehire, social activities, training, termination, transfer, upgrade, and working conditions. If you suspect a violation of EEO policy has occurred, you have the right to report it to your chain of command or the Equal Opportunity office within 45 days of the alleged violation.
6. Please direct any questions regarding this memo to the EO office at 501-987-4182 or DSN 731-4182.

DENNY R. DAVIES, Colonel, USAF
Commander

BLACK KNIGHTS... MOVE OUT!