

WHAT IS THE EO POLICY?

It is the policy of the United States Government, the Department of Defense, and the Air Force, not to condone or tolerate unlawful discrimination or harassment of any kind.

UNLAWFUL DISCRIMINATION It is against AF policy for any Airman, military or civilian, to unlawfully discriminate against, harass, intimidate or threaten another Airman on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, and age (40 or older), disability, reprisal or genetic information for civilian employees.

HARASSMENT Behavior that is unwelcome or offensive to a reasonable person, whether oral, written, or physical, that creates an intimidating, hostile, or offensive environment.

BULLYING A form of harassment that includes acts of aggression by Service members or DoD civilian employees, with a nexus to military service, with the intent of harming a Service member either physically or psychologically, without a proper military or other governmental purpose.

HAZING A form of harassment that includes conduct through which Service members or DoD employees, without a proper military or other governmental purpose but with a nexus to military Service, physically or psychologically injures or creates a risk of physical or psychological injury to members for the purpose of: initiation into, admission into, affiliation with, change in status or position within, or a condition for continued membership in any military or DoD civilian organization.

SEXUAL HARASSMENT Conduct that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, particularly when submission to such conduct is made directly or indirectly a term or condition of employment, or when an employment decision is based on the person's submission to or rejection of such conduct. Sexual harassment may include, but is not limited to sexual jokes and comments, sexual propositions, comments about a person's body parts, uninvited physical contact, and any sexual picture or statement communicated through computer systems, telephones, and/or social media. Any person in a supervisory or command position who uses or condones any form of sexual behavior to control, influence or affects the career, pay or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments (such as slurs or jokes), written communications (such as emails or cartoons), gestures or physical contact of a sexual nature in the workplace is also engaging in sexual harassment.

USEFUL NUMBERS/ RESOURCES

On Base

AF Aid	501-987-2667
AF OSI	501-987-6116
AF Unlawful Discrimination & Sexual Harassment Hotline:	1-888-231-4058 1-210-565-5214 DSN: 665-5214
Airman & Family Readiness Center	501-987-2667
Area Defense Counsel (ADC)	501-987-3260
Chaplain	501-987-6014
Community Support Coordinator	501-987-1772
Family Advocacy	501-987-7377
Housing Office	501-987-6429
Human Resource Office	501-987-3212
Inspector General (IG)	501-987-3596
Legal Office	501-987-7886
Mental Health	501-987-7338
Military Family Life Consultant	501-366-7703
Military One Source	1-800-342-9647
Security Forces	501-987-3221
Sexual Assault Prevention & Response	501-987-2697
24-Hour Sexual Assault Hotline	501-987-7272
Substance Abuse	501-987-7338
Violence Prevention Integrator	501-987-4505

Off Base

Office of the Attorney General	1-800-482-8982
Healing Hearts and Spirits -24-Hour Hotline	501-372-3800 1-855-643-5748
	www.hhscenter.org
Women & Children First	501-376-3219
Dorcas House	501-374-4022
1-800-SUICIDE	1-800-784-2433

Helpful Web Sites

<http://www.eeoc.gov>
<http://www.militaryonesource.com>

Little Rock Air Force Base EQUAL OPPORTUNITY

RAISE the standards in your workplace!



PERSONNEL

EO Director

Mr. Charles DeSassure

EO Practitioners

SSgt Kayla Fitzgerald
SSgt Dasha Harris

CONTACT US

Address

1240 Thomas Ave
Room 114

Phone

(501) 987-8629
DSN 731-8629

Email Address

19AW.EO@us.af.mil



PREVENTION

WHO WE ARE AND WHAT WE DO

The Equal Opportunity Office is a wing staff agency that provides support directly to the host wing commander, as well as to the entire base populace. We serve as the central point for all complaints of unlawful discrimination and harassment (including sexual harassment, hazing, and bullying). We offer a variety of services that include informal assistance, counseling, referral, education, climate assessments and EO incident clarifications.

KNOW YOUR ROLE

As a Commander

- Strongly emphasize zero tolerance!
- Investigate allegations of unlawful discrimination and harassment (through Title 10 U.S.C. § 1561)
- Protect members who file complaints against forms of reprisal or retaliation
- Commanders must provide EO with a synopsis of allegations and corrective actions taken when EO issues are handled within their organizations (not including sexual harassment allegations, an investigation must be conducted)

As a Supervisor

- Set a positive example on/off duty
- Reinforce zero tolerance policy
- Take action on every issue
- Address rumors
- Keep chain of command informed of issues affecting the workplace
- Give feedback on issues worked
- Report any allegations of sexual harassment to the chain of command

Anyone in a supervisor or management position who is aware of unlawful discrimination or harassment, but fails to take action can be disciplined.

AS A FRIEND/COWORKER:

- Be a good listener and take action
- Encourage resolution in a timely manner
- Report to proper authorities-anonymous if necessary—
Include EO

MILITARY COMPLAINT PROCESS

Only military personnel, their family members and retirees may file military informal/formal EO complaints. Additionally, to file a complaint an individual must be the subject of the alleged unlawful discrimination or harassment to include bully, hazing, and sexual harassment. Third parties may not file a formal complaint on behalf of another individual.

MEO COMPLAINT FILING OPTIONS

INFORMAL MILITARY PROCESS

- There is no time limit for filing informal complaints
- Confront the alleged offender advising him/her to stop and that continuation of the behavior will result in a formal complaint action.
- You may ask a co-worker to intervene on your behalf
- Allow your chain of command to resolve your complaint.
- Use the Alternate Dispute Resolution (ADR) process to resolve the complaint.

NOTE: The informal process only applies to discrimination and harassment complaints, non sexual harassment.

FORMAL MILITARY PROCESS

- Requires a complaint clarification by the EO office which includes interviewing persons who may have information relevant to the case and gathering data to establish a preponderance of evidence.
- The EO office will not accept a complaint more than 60 calendar days after the alleged offense occurred unless the installation commander approves.

AF/DOD RESOURCES

AFI 36-2710	Equal Opportunity Program
AFI 36-2903	Wearing of Tattoos/Brands
AFI 36-2707	Nondiscrimination in programs and activities assisted or conducted by the Department of the Air Force
AFI 51-903	Dissident and Protest Activities
AFI 90-301	Inspector General Complaints
DODD 1350.2	Military Equal Opportunity Program
DODD 1300.17	Religious Accommodation
DODD 1020.03	Harassment and Prevention and Response in the Armed Forces

CIVILIAN COMPLAINT PROCESS

AF employees, former employees and applicants for employment (must meet criteria outlined in 29 CFR Part 1614) may file civilian EO complaints.

CEO COMPLAINT FILING OPTIONS

INFORMAL (PRE-COMPLAINT) PROCESS

- The purpose of the EEO complaint process is to provide for the prompt, fair and impartial processing and resolution of complaints, consistent with its legal obligations under 29 CFR Part 1614. The objective of civilian EO counseling is to seek opportunities to resolve issues at the lowest organizational level at the earliest possible time.

FORMAL CIVILIAN PROCESS

- The initial contact with the EO office must be within 45 days of the date of the matter alleged to be discriminatory or, in the case of personnel action, within 45 days of the effective date of the personnel action.
- The 45 day limit may be extended for reasons outlined in 29 CFR 1614.102 (a) (2).

ALTERNATE DISPUTE RESOLUTION (ADR)

ADR includes mediation, facilitation, structured negotiation, and other collaborative problem solving techniques, often produce outcomes that are more efficient and effective than traditional, adversarial methods of dispute resolution. The AF strongly encourages the voluntary use of ADR to resolve EEO complaints whenever it is practicable and appropriate to do so. ADR may be used at any point during any complaint, military or civilian.