

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

Off Base

Office of the Attorney General	1-800-482-8982
Healing Hearts and Spirits	501-372-3800
-24-Hour Hotline	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>

AF/DOD Resources

[AFI 36-2706](#)
[AFI 36-2903](#)
[AFI 36-2707](#)

[AFI 51-903](#)
[AFI 90-301](#)
[DODD 1350.2](#)
[DODD 1300.17](#)
[DODD 1020.03](#)

Equal Opportunity Program
Wearing of Tattoos/Brands
Nondiscrimination in programs and activities assisted or conducted by the Department of the Air Force
Dissident and Protest Activities
Inspector General Complaints
Military Equal Opportunity Program
Religious Accommodation
Harassment and Prevention and Response in the Armed Forces

LITTLE ROCK AIR FORCE BASE EQUAL OPPORTUNITY

RAISE the standards in your workplace!



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EO Director
Mr. Charles DeSaussure

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EO Specialists
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PREVENTION

WHO WE ARE/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 COMPLAINANT:

- Recognize when standards are not met
- Clarify perceptions
- Document incidents (who, what where, when how)
- Consider confronting alleged offender
- Know your chain of command/helping agencies
- Report any forms of reprisal to IG

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.

There are two options for filing a MEO Complaint:

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.

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.

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 maybe used at any point during any complaint, military or civilian.