



# 18th Wing Equal Opportunity FACT SHEET



**UNITED STATES AIR FORCE**

## **EQUAL OPPORTUNITY**

The Equal Opportunity (EO) staff assist commanders and organizations with subject matter expertise related to unlawful discrimination or sexual harassment and utilize assessment tools (Out and About program, Unit Climate Assessments, EEOC Management Directive [MD] 715, etc.) to gather information, identify, and assess EO barriers to assist leaders at all levels in the removal and neutralization of those barriers to help prevent unlawful discrimination. EO Staff ensure commanders/directors and personnel are aware, through Key Personnel and related briefings, of services offered by the EO office and make every effort to advise and assist commanders/directors with workplace issues to ensure quick resolution.

Staff provide counseling for aggrieved members, assuring complaints are fairly and thoroughly addressed and that final actions are taken in a timely manner in accordance with the United States Code, the Code of Federal Regulations, EEOC directives, and Air Force policies and instructions in force. Equal Opportunity counselors will remain impartial and ensure individual members bringing allegations of unlawful discrimination or harassment understand the limited confidentiality in military complaints, the option to remain anonymous at the informal stage of civilian complaints, and the restriction on representing complainants. EO specialists/counselors will offer ADR at each stage of the complaint process for complaints that are appropriate for ADR.

The EO Office encourages personnel to utilize the chain of command, support early resolution of any human relations issue, and to seek reasonable resolutions at the lowest level possible.

## **USAF POLICY**

It is against Air Force policy for 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, age (40 or older), disability, genetic information, or reprisal. Unlawful sexual harassment 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 as a term or condition of employment, and/or when submission to or rejection of such conduct is used as a basis for an employment decision affecting the person. Unlawful harassment includes creating an intimidating, hostile working environment for another person on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information, or reprisal. The use of disparaging terms with respect to a person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, or genetic information contributes to a hostile work environment and must not be tolerated. Commanders and supervisors should ensure all types of harassment are stopped, and behavior corrected as soon as possible once they are made aware.

## **WHO WE SERVICE**

Active Duty members and their family, retirees, AF Reserve or Air National Guard on some type of military status, Civilian guests or Reserve/Guard not on military status, DoD employees, former employees, including Nonappropriated Fund (NAF) employees, applicants for employment who meet the criteria outlined in 29 CFR Part 1614.

## **AREAS WE ADDRESS**

**Military** – unlawful discrimination complaints based on race, color, religion, national origin, sex (including sexual harassment), and sexual orientation.

**Civilian** – unlawful discrimination complaints based on race, sex (including pregnancy, gender identity, and sexual orientation), color, national origin, age (40 or older), religion, disability, genetic information or reprisal for previous EEO activity

## **TIME LIMITS FOR FILING COMPLAINTS**

**Military EO Formal Complaints.** The EO office will not accept a complaint more than 60 calendar days after the alleged offense occurred unless the installation/center commander (director) approves. The installation/center commander (director) may waive the time limits for good cause based on a memorandum with sufficient justification provided by the member and submitted through the EO office. (AFRC/ANG units must file complaints within 6 Unit Training Assemblies (UTAs).

**Filing Civilian EEO Complaints.** An aggrieved person who believes that s/he has been discriminated against on the basis of race, color, religion, sex, national origin, age (40 and older), disability, genetic information or who believes that s/he has been subjected to sexual harassment or retaliated against for opposing discrimination or for participating in the complaint process must consult an EO Counselor within 45 calendar days of when s/he becomes aware of the discriminatory action or the effective date of the personnel action. The 45-day time limit may be extended for reasons outlined in 29 C.F.R. Section 1614.105(a)(2). Failure to contact an EO specialist/counselor within 45 calendar days may result in dismissal of a formal complaint.

## **CONTACT**

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Phone: DSN **315-634-2571**

Location: **Building 128**, behind Olympic Mall Express

## **RESOURCES**

Air Force Alternative Dispute Resolution (ADR) Program

<http://www.adr.af.mil/>

Defense Equal Opportunity Management Institute (DEOMI)

<https://deomi.org/>

Equal Employment Opportunity Commission (EEOC)

<https://www.eeoc.gov/>

Federal Labor Relations Authority (FLRA)

<https://www.flra.gov/>

Merit Systems Protection Board (MSPB)

<http://www.mspb.gov/>

Office of Personnel Management (OPM)

<https://www.opm.gov/>

Office of Special Counsel (OSC)

<https://osc.gov/>

## **Hotline Numbers**

Air Force Discrimination and Sexual Harassment Hotline (24 Hours)

**1-888-231-4058**

National Guard Equal Opportunity Hotline

**1-800-371-0617**