

EQUAL OPPORTUNITY

NEW COMERS



Program Objective



The objectives of this lesson are for you to recognize that awareness of and involvement in positive human relations and diversity initiatives are essential to mission effectiveness.

Equal Opportunity is a readiness issue that supports our core values of integrity first, service before self, and excellence in all we do. By working to ensure dignity and respect for all, we remove barriers to individual development and unit cohesiveness, thereby building a stronger organization that is ready to overcome any challenge.

Objective 1 of 3
**Recognize EEO Statutes, DOD,
AF, and Local EO policies**

Objective 2 of 3
**Recall EO complaint processes
and trends**

Objective 3 of 3
**Define and discuss roles and
responsibilities**



Equal Opportunity

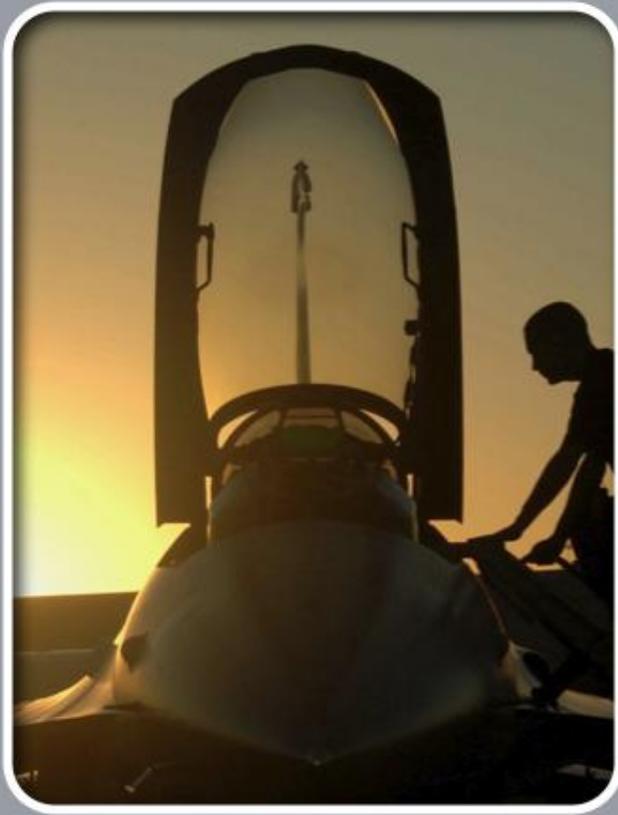


Main Point 1 of 3

EEO STATUTES AND EO
POLICY GUIDANCE

Policy

...Service members rising...
...merit, fitness, & capability...



- DOD Policy: Promote an environment free from personal, social, or institutional barriers that prevent Service members from rising to the highest level of responsibility possible. Service members shall be evaluated only on individual merit, fitness, and capability. Unlawful discrimination against persons or groups based on race, color, religion, sex, or national origin is contrary to good order and discipline and is counterproductive to combat readiness and mission accomplishment. Unlawful discrimination shall not be condoned. (DODD 1350.2)

Policy

...for all members...
...work environment free of...



AF Policy (Military): The Air Force will conduct its affairs free from unlawful discrimination and sexual harassment. It provides equal opportunity and treatment for all members irrespective of age, color, national origin, race, ethnic group, religion, or gender, except as prescribed by statute or policy. (AFI 36-2706)



AF Policy (Civilian): It is AF policy to provide equal opportunity in employment for all persons and maintain a work environment free from unlawful discrimination. Resolving EEO complaints at the lowest possible organizational level is essential to Air Force mission accomplishment, employee morale and work productivity. (AFI 36-1201)

Equal Opportunity



Main Point 2 of 3

EO COMPLAINTS AND
TRENDS

Military Complaints

Members are encouraged to use the chain of command to identify and correct unlawful discriminatory practices. This includes processing and resolving complaints of unlawful discrimination and sexual harassment. The chain of command is responsible for creating an environment free from unlawful discrimination and sexual harassment. Two options are available:



Military Complaints

Informal & Formal Complaint Process

- Informal: The individual may resolve the complaint on his/her own, request intervention from a co-worker, use the chain of command, or use the Alternate Dispute Resolution (ADR). ADR is used to facilitate communications between the disputants and lead to the early resolution of informal cases.
- Formal: Complaint is filed and addressed by the EO office. The complainant has 60 days from the time the alleged behavior occurred to file a formal complaint. The complainant must provide extenuating circumstances if they exceed this timeframe. The EO office conducts a complaint clarification to determine whether a formal EO complaint is supported by a preponderance of the credible evidence. The complaint clarification process includes interviewing or taking statements from persons (complainant, witnesses, and alleged offender) who may have information relevant to the complaint and gathering data from records or reports.



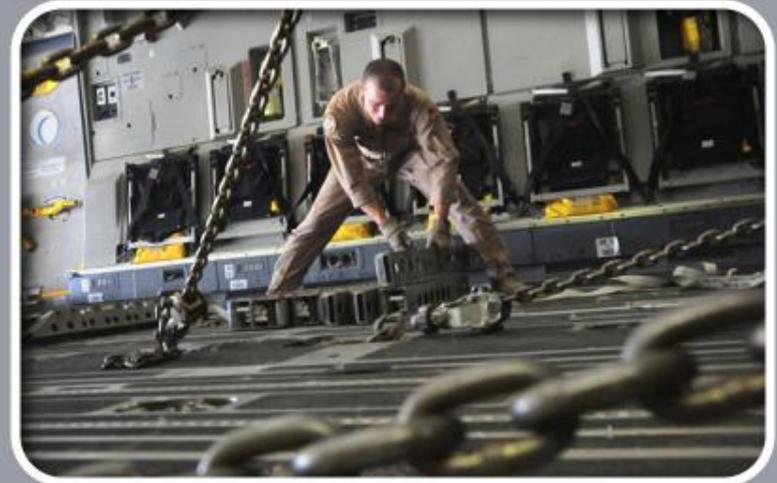
Civilian Complaints

Informal & Formal Complaint Process

● An aggrieved person who believes that s/he has been discriminated against on the basis of race, color, religion, sex, national origin, age, disability 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 before filing a formal complaint. (29 CFR 1614.105)

● Informal: EO attempts to resolve complaint, to include the use of ADR, based on complainant remedies.

● Formal: Complaint is investigated by Investigative Resolution Division (IRD)



Civilian Complaints

Informal & Formal Complaint Process

In order for the complaint to be processed at the formal stage, the initial contact must be within 45 calendar days of the date of the matter alleged to be discriminatory or, in the case of a personnel action, within 45 calendar days of the effective date or when s/he becomes aware of the personnel action. The 45-day time limit may be extended for reasons outlined in 29 C.F.R. Section 1614.105(a). To be deemed as initiating contact, the aggrieved person must state a basis of his/her claim.



Equal Opportunity



Main Point 3 of 3

ROLES AND
RESPONSIBILITIES

Personal Responsibility



We've made a promise to the American People to provide equal opportunity to our Airman, both military and civilian. Guaranteeing our civil rights is essential to our Air Force and one of our basic responsibilities. Air Force policy on this is straightforward: provide equal opportunity to our most important resource--our people--and to ensure our work, living, and recreation areas remain free of unlawful discrimination, to include sexual harassment. You have been entrusted to carry this out; our Airman count on it.

Everyone has the responsibility to address EO concerns at the lowest level--this is the most effective approach. Commanders, directors, first sergeants, and supervisors must ensure all appropriate resources are utilized; the EO office stands ready to assist should you need us.

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Closing Thoughts



We could not be the world's greatest Air Force if any of our people were subjected to discrimination and or sexual harassment. We must be alert to any indication of discrimination or harassment and ensure that any offense is corrected; fulfilling our responsibility of ensuring equal opportunity and treatment for all.

If you need assistance please feel free to contact an EO Advisor from our staff. We are ready to assist you in whatever capacity we can.

Thank you,

Director, Equal Opportunity

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