

## Equal Employment Opportunity Strategy and Integration

The Equal Employment Opportunity Strategy and Integration Directorate mission focus is to "Empower leaders to eradicate barriers to employment discrimination allowing individuals to rise to their highest potential through merit-based principles." The Equal Opportunity Program prohibits unlawful discrimination and discriminatory harassment. Equal Employment Opportunity Strategy & Integration will methodically provide exceptional knowledge, skills, tools and information to proactively mitigate workplace disputes and unify our lethal ready force.

### EOH Branch: Equal Opportunity

The DAF EO Program provides timely, fair, and impartial services to Airmen and Guardians (military and civilian) such as complaint processing, outreach EO-related training and education, assistance through alternative dispute resolution (ADR), and other related services. This includes ensuring that Airmen and Guardians (military and civilian) are equipped with knowledge of and access to available resources.

### EOR Branch: Anti-Harassment Program

Leads strategic communication utilizing tools to educate and highlight actions and behaviors at the individual, organizational, and operational levels. The Anti-Harassment branch reviews and approves all installation EEOC training and marketing materials. The Anti-Harassment branch supports employees and leadership with taking the appropriate steps to mitigate and eliminate all forms of harassment and workplace bullying.

### EOE Branch: Affirmative Employment Program

Implemented to ensure equal opportunity in all personnel administration and management matters throughout the employment lifecycle, including recruitment, outreach, hiring, retention, training, development, promotions, awards, and separations. This program strives to ensure the Air Force is proactively recruiting, hiring, promoting, and retaining a mission ready workforce.

### EOE Branch: Disability Program

Communicates the needs of individuals with disabilities and information relevant to ensuring Air Force compliance with Disability Programs, employment initiatives and federal law.

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*The civilian complaint process is applicable to DoD civilian employees, former employees, and applicants for employment.*

### PROTECTED CLASSES

Harassment, sexual harassment, and unlawful discrimination based on race, pregnancy, sex (including sexual orientation), color, national origin, age (over 40), religion, disability, genetic information, or retaliation.

*You have the right to file an EO complaint without fear of reprisal or retaliation.*

### PRE-COMPLAINT PROCESS

A complaint filed by an aggrieved person who believes s/he has been discriminated against or harassed based on a protected class. The aggrieved individual must contact an Equal Opportunity Practitioner within 45 calendar days of when h/she became aware of the prohibited action(s) or the effective date of the personnel action(s).

Civilian complaints must begin at the pre-complaint stage to provide an opportunity to resolve issues at the lowest possible level.

### FORMAL COMPLAINT PROCESS

A complaint filed by an aggrieved person who did not receive resolution for their issue(s) during the pre-complaint process. This stage provides the aggrieved and opportunity to formally present their issue(s) to The Agency and/or EEOC for resolution. The aggrieved must file within 15 calendar days of receipt of the notice of right to file from the EO office.

### MEDIATION

### EOH Branch: Alternative Dispute Resolution (ADR)

The mission of the Robins Air Force Base ADR Program for workplace disputes is to enhance the frequency and efficiency of methods for workplace alternative dispute resolution, match ADR needs with appropriate resources, and translate individual dispute resolution knowledge and skills into a corporate capability. The vision is to promote the use of ADR to the maximum extent practicable and prevent or resolve workplace disputes at the earliest state possible, by the fastest and least expensive method possible, and at the lowest possible organizational level.

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