

MILITARY COMPLAINT PROCESSES

Who? Military members, retirees and their family members

What? Allegations of discrimination based on race, color, sexual orientation, sex (including sexual harassment), national origin, religion and allegations of bullying or hazing.

INFORMAL COMPLAINT—No time limit to file

What is it? A complaint filed by an individual who wishes his/her allegations to be clarified outside of the EO office and within their chain of command

Why? To resolve issues at the lowest possible level

FORMAL COMPLAINT—Must file within 60 calendar days of the alleged offense

What is it? A complaint filed by an individual who wishes his/her allegations to be clarified by the EO office, not the Chain of Command

Why? To formally present issues to the EO office for resolution

MILITARY COMPLAINT TIMELINES

Discrimination & Harassment: 20 duty days

EO—9 duty days, complaint clarification

JA—6 duty days, legal review

CC—5 duty days, provide description of corrective actions

Sexual Harassment: 14 calendar days

EO—6 days, complaint clarification

JA—4 days, legal review

CC—4 days, provide description of corrective actions

NOTE: EO must inform commanders of issues that may adversely affect military members' behavior, health, duty performance or the mission.

CIVILIAN COMPLAINT PROCESS

Who? DoD civilians—currently employed, previously employed and applicants

What? Allegations of discrimination based on race, color, sex (including sexual harassment), national origin, religion, age (**≥40 yrs old**), disability (physical or mental), genetic info and reprisal.

PRE-COMPLAINT—Must make initial contact with EO office within 45 calendar days of the alleged offense

What is it? A complaint filed by an aggrieved person who believes s/he has been discriminated against based on protected categories

Why? To resolve issues at the lowest possible level

FORMAL COMPLAINT—Must file within 15 calendar days of receipt of notification of right to file

What is it? A complaint filed by an aggrieved person who did not receive resolution for their issues during the pre-complaint process

Why? To formally present issues to The Agency and/or EEOC for resolution

CIVILIAN COMPLAINT TIMELINES

EO Counseling Process: 30 calendar days

Alternate Dispute Resolution Program: 90 calendar days

ALTERNATIVE DISPUTE RESOLUTION (ADR) PROCESS

What? Process used to resolve EO issues at the lowest level possible in the earliest possible stage of the complaint process

Who? Voluntary election by complainant

When? Any time during complaint process

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

78 Air Base Wing EQUAL OPPORTUNITY (EO)



People First, Mission Always

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EQUAL OPPORTUNITY ISSUES ARE READINESS ISSUES

The primary objective of the EO program is to improve mission effectiveness by promoting an environment free from personal, social or institutional barriers that prevent Air Force personnel from rising to the highest level of responsibility possible. Commanders and supervisors shall only evaluate members on individual merit, fitness and capability. The EO program is a function of leadership and command based on fairness, equality and justice.

Unlawful discrimination and sexual harassment are contrary to good order, discipline, combat readiness and mission accomplishment. Treating everyone with respect and dignity is absolutely essential to ensuring everyone is developing and working toward their full potential. It is the key to combating discrimination and sexual harassment in the Air Force. Each of us has a right to report sexual harassment or discrimination without fear of reprisal. Acts of reprisal or intimidation of any type are illegal and will not be tolerated.

AIR FORCE POLICY

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 their **race, color, religion, national origin, sexual orientation, sex,** or in the case of civilian employees, **age, genetic info, reprisal and disability**, except as prescribed by statute or policy.

When unlawful discrimination or sexual harassment occur, the Air Force must immediately eliminate it and neutralize the effects. Commanders and supervisors who are aware of unlawful discrimination and sexual harassment but fail to take action may be disciplined.



All personnel have the responsibility to make these anti-discrimination/harassment laws and policies effective.

Personnel should immediately report all violations and/or discrimination to:

- *their supervisor
- *another supervisor within their chain of command
- *the Equal Opportunity office
- *the HQ AFPC complaint Hotline
1-800-616-3775, option 8
- *U.S. Office of Special Counsel (OSC) - for whistleblowers

**The Equal Opportunity Office
operates under the guidance of
29 CFR 1614 as amended,
AFI 36-2706,
and
Management Directive 110 (MD-110)**

78 ABW Equal Opportunity Staff

Equal Opportunity Managers

Mr. Steven J. Goudeau, Director
Capt Jaleesa Tachie, Deputy Director
MSgt Kristofer Snedecor,
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Vacant, ADR Manager

Equal Opportunity Technicians

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Ms. Michelle Taylor, Lead
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