

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 or religion

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 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: 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 duty days

EO—6 duty days, complaint clarification

JA—4 duty days, legal review

CC—4 duty 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 w/ EO within 45 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 &/or EEOC for resolution

CIVILIAN COMPLAINT TIMELINES

EO Counseling Process: 30 duty days

Alternate Dispute Resolution Program: 90 duty days

ALTERNATIVE DISPUTE RESOLUTION PROCESS

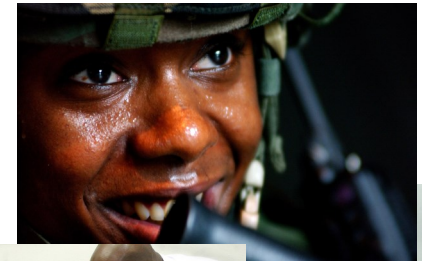
What? Process used to resolve EO issues at the lowest level possible in the earliest possible stage of the complaint process

Who? Voluntary election by complainant

When? Any time during complaint process

You have the right to file a complaint

78th Air Base Wing EQUAL OPPORTUNITY (EO)



People First, Mission Always

**706 Ninth Street
(Bldg 936)**

Robins Air Force Base GA 31098

Comm: 478-926-2131

DSN: 468-2131

Fax: 478-926-3281

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 harass-



All personnel have the responsibility to make these antidiscrimination/ harassment laws and policies effective. Personnel should immediately report all violations to: (1) their supervisor; (2) another supervisor within their chain of command; and/or (3) for discrimination - EO counselor or the HQ AFPC complaint Hotline 1-800-616-3775, option 8 or (4) for whistleblowers - U.S. Office of Special Counsel (OSC)

The Equal Opportunity Office Operates under the guidance of 29 CFR 1614 as amended, AFI 36-2706, and Management Directive 110

78th ABW Equal Opportunity Staff

Equal Opportunity Managers:

Mr. Steven J. Goudeau
Equal Opportunity Director
Capt Marcus Poehler
Equal Opportunity Deputy Director
TSgt Darius D. Kersh
Equal Opportunity Superintendent

Equal Opportunity Technicians:

Ms. Beverly Ward
Ms. Jeanette Draughorne
Ms. Susan Carey

Equal Opportunity Specialist:

Lead EO Specialist—Ms. Ghika Levy
Ms. Michelle Taylor
Mr. Brian O. Baker
SSgt Courtney Del Monte –NCOIC



**DEPARTMENT OF THE AIR FORCE
78TH AIR BASE WING (AFMC)
ROBINS AIR FORCE BASE GEORGIA**

DEC 17 2015

MEMORANDUM FOR ROBINS AFB PERSONNEL

FROM: 78 ABW/CC

SUBJECT: Equal Opportunity (EO) and Sexual Harassment Policy

1. The success of any organization is built on the trust and professionalism of its members. Everyone deserves to be treated with dignity and respect regardless of race, color, religion, national origin or sex. For military members this includes sexual orientation and for civilian employees this includes age, disability, reprisal and genetic information. Unlawful discrimination and sexual harassment, to include sexual orientation are contrary to good order and discipline, are counterproductive to combat readiness and mission accomplishment; therefore, they will not be tolerated. We are all accountable for identifying violations furthermore all allegations of discrimination will be promptly investigated and resolved using appropriate procedures.
2. Robins AFB is committed to creating an environment that values diversity and fosters mutual respect and cooperation among all people – the success of our mission depends on it. Let's continue to make Robins AFB the place to live, learn, work and play! If you are unaware of what constitutes discriminatory behavior contact the Equal Opportunity Office at DSN 468-2131.

A handwritten signature in black ink, appearing to read "J. R. King".

**JEFFREY R. KING, Colonel, USAF
Installation Commander**