



35 FW Equal Opportunity Office



OUR MISSION: To enhance mission effectiveness by assisting commanders at all levels in conducting Equal Opportunity (EO) and Human Relations Education.

OUR GOAL: To foster an environment in which members can rise to the highest possible level based solely on merit, fitness, and capability; as well as maintain a trusted, utilized channel for presenting allegations of unlawful discrimination based on race, color, religion, national origin, sex, sexual harassment, (age, physical and mental disability, genetic information, and reprisal actions for civilian members).

TIME LIMITS for Filing an EEO Complaint: Under 29 CFR, 1614.105, an individual **MUST** contact an EEO counselor within **45 calendar days** from the date of the alleged discrimination or in the case of a personnel action, within 45 days of the effective date of the action.

TIME LIMITS for Filing a FORMAL MEO Complaint: IAW AFI 36-2706, individuals **SHOULD** submit formal allegations of unlawful discrimination or sexual harassment no later than **60 calendar days** after the alleged offense. If the allegations are submitted more than 60 calendar days after the alleged offense, the complainant must provide sufficient justification or extenuating circumstances to the EO staff for review and subsequent approval by the installation commander.

TIME LIMITS for Filing an INFORMAL MEO Complaint: *There is no time limit to file an informal complaint.* The informal complaint process is available as an alternate to making formal complaints. This process empowers the individual to decide on the most appropriate means to address and resolve their concerns. The informal process is for individuals who elect not to file a formal complaint.

OUR CUSTOMERS: Active duty military, family members of active duty, retired military, Department of Defense civilian employees, and applicants for employment.

SERVICES OFFERED: Unit Climate Assessments, Mediation, Teambuilding, Human Relations Education, Counseling, Commander's Calls, and Formal/Informal Complaint Resolution.



TSgt Melissa Hookfin, Director
SSgt Jessica Mathes, NCOIC

DSN: 226-3669/9032
Bldg. 674, RM 3

Comm:011-81-176-77-3669
Email: 35fw.eo@us.af.mil

AF Discrimination Hotline:
DSN: 665-5214

1-888-231-4058
Commercial: 210-565-5214

Alternate Dispute Resolution (ADR) Champion:
Dr. Dennis Clark, 35 FW, 226-3309

Special Emphasis Program Manager (SEPM):
Naoko Miura, 35 FSS, 226-3521

REMEMBER:
Always attempt resolution of issues at the lowest possible level and use your chain of command, when possible. If you have questions, feel free to contact EO for immediate guidance.

"A First Response... Not A Last Resort"