

EQUAL OPPORTUNITY PROGRAM

944 FW/EO

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OFFICE STAFF:

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PURPOSE: The purpose of the 944th Fighter Wing Equal Opportunity program is to ensure mission effectiveness by maintaining an appropriate human relations climate that values diversity. We are here to help commanders at all levels eliminate potential barriers to equal opportunity and to provide human relations education.

SERVICES PROVIDED BY THE EQUAL OPPORTUNITY STAFF INCLUDE:

TRAINING: Newcomers Human Relations Education and Awareness; First Duty Station; Key Personnel Briefings

UNIT CLIMATE ASSESSMENTS (DEOCs): Conduct surveys to assist commanders in the identification of problems, practices and procedures that affect the unit human relations and organizational climate.

EQUAL OPPORTUNITY AND TREATMENT: Assistance is provided in the resolution of alleged complaints of discrimination filed on the basis of race, color, ethnic background, sex, sexual orientation, and religion.

COMPLAINT PROCEDURES:

-Filing an Informal EO Complaint Military: There are several options available to assist in informally resolving unlawful discrimination complaints prior to filing a complaint:

- Speak with the offender
- Ask coworker/friend
- Use your chain of command
- Mediation/Facilitation

-Filing a Formal EO Complaint Military: Initial contact must be made within 60 days of incident

- Make an appointment with Equal Opportunity (EO)
- Be prepared to provide EO with some form of documentation or statement of your concerns
- EO will provide you with a detailed overview of our services and outline the EOT process
- EO will advise you on the options and avenues available

-Civilian Employees: You must consult an EO counselor for assistance. Initial contact must be within 45 days of the incident

INDIVIDUALS WHO HAVE HUMAN RELATIONS CONCERNS WITHIN THEIR UNIT SHOULD CONSIDER UTILIZING THE FOLLOWING STEPS:

- Resolution at lowest possible level (one-on-one)
- Chain of command (give your supervisor, first sergeant, commander an opportunity to resolve the problem)
- If additional assistance is needed, stop by and see us in the Equal Opportunity office

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