

# EQUAL EMPLOYMENT OPPORTUNITY (EEO)



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THE AIR FORCE HAS A PROCEDURE FOR RESOLVING COMPLAINTS OF DISCRIMINATION. ANY CIVILIAN EMPLOYEE OR APPLICANT FOR EMPLOYMENT WHO BELIEVES HE OR SHE HAS BEEN DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, HANDICAP, OR AGE IN ANY EMPLOYMENT MATTER SUBJECT TO THE CONTROL OF THE AIR FORCE, MAY FILE A COMPLAINT OF DISCRIMINATION. HOWEVER, BEFORE A FORMAL COMPLAINT CAN BE FILED, A COMPLAINANT MUST FIRST CONSULT WITH AN EQUAL OPPORTUNITY (EEO) COUNSELOR WITHIN 45 DAYS OF THE DATE OF THE ALLEGED DISCRIMINATORY ACT OR THE EFFECTIVE DATE OF A PERSONNEL ACTION. EMPLOYEES REPRESENTED BY AFGE LOCAL 1486 AND IAFF LOCAL F-191 HAVE THE OPTION OF FILING UNDER THE NEGOTIATED GRIEVANCE PROCEDURES OR AIR FORCE PROCEDURES, BUT NOT BOTH.

DURING THE INITIAL PRECOMPLIANT (INFORMAL) STAGE, A COMPLAINANT WILL BE REQUIRED TO ELECT HOW INFORMAL RESOLUTION WILL BE ATTEMPTED. INFORMAL RESOLUTION MAY BE ATTEMPTED EITHER THROUGH ALTERNATIVE DISPUTE RESOLUTION (ADR) OR THROUGH TRADITIONAL EEO COUNSELING PROCESSES, IN WHICH, AN EEO COUNSELOR WILL CONDUCT AN INQUIRY INTO THE ALLEGATION(S) AND ATTEMPT TO RESOLVE MATTERS INFORMALLY. DURING THIS PROCESS, A COMPLAINANT MAY CHOOSE TO REMAIN ANONYMOUS. ADDITIONALLY, A COMPLAINANT MAY HAVE REPRESENTATION OF HIS OR HER CHOICE AT ANY STAGE OF THE PROCESS. IF THE MATTER HAS NOT BEEN RESOLVED WITHIN 30 DAYS FROM THE DATE THE MATTER WAS BROUGHT TO A COUNSELOR'S ATTENTION, THE COMPLAINANT WILL BE NOTIFIED IN WRITING OF A RIGHT TO FILE A FORMAL COMPLAINT OF DISCRIMINATION.

THE DISCRIMINATION COMPLAINT PROCESS IS COVERED UNDER AFI 36-1201. THIS INSTRUCTION OUTLINES PROCEDURES AND TIME FRAMES FOR FILING COMPLAINTS. ADDITIONAL EEO INFORMATION AND REFERENCES CAN BE FOUND AT THE EEO WEBPAGE: <https://wwwmil.offutt.af.mil/55wg/eoo>