



47 FLYING TRAINING WING EQUAL OPPORTUNITY (EO) OFFICE LAUGHLIN AIR FORCE BASE, TEXAS



The EO Office provides service to military and civilian individuals who believe they have been discriminated against based on their color, national origin, race, religion, and/or sex (including sexual harassment and pregnancy). Civilians are also protected by Title VII against age (≥40), disability (physical/mental), genetic information (GINA), and/or prior EO activity. Military members can come to the EO office for assistance with bullying and hazing, however, will submit retaliation complaints to their local Inspector General (IG) Office.

Air Force Equal Opportunity

Contact Us:

47 FTW/EO

155 Arkansas St., Bldg. 77
Laughlin AFB, TX 78843

DSN: 732-5400/5879

Comm: (830) 298-5400/5879

47ftw.eoinbox@us.af.mil

Laughlin AFB EO Team

MSgt Keedrick Mitchell, 732-5400/5879

Superintendent, Equal Opportunity

Negotiation & Dispute Resolution Program Manager

Air Force Unlawful Discrimination & Sexual Harassment Hotline:

Toll Free:

1-888-231-4058

DSN:

665-5214

Commercial:

210-565-5214

Procedures for Processing Complaints of Discrimination in the Federal Government

Applies to Active Duty Airmen & Guardians, DoD Civilians, USAF Academy Cadets, AF Reserve and Air National Guard under Title 10.

Filing an Informal Complaint:

CIVILIANS: To file an informal complaint, contact with an EO Counselor must be made within **45 calendar days** of the date the matter alleged to be discriminatory occurred to begin the process.

MILITARY: Military members may contact the EO Office with no time limit to file an informal complaint. The informal resolution process is available as an **alternative** to filing a formal military complaint. The informal process allows individuals to handle their grievance themselves or through their chain for command. Electing to use the informal process **does not prevent** one from filing a formal complaint if a resolution was not possible at the informal level.

Filing a Formal Complaint:

CIVILIANS: If a complaint has not been resolved through EO Counseling or Negotiation & Dispute Resolution (NDR), a complainant may file a formal complaint of discrimination. The EO Counselor assigned to the complaint provides the complainant a Notice of Right to File a Formal Complaint (NOFI) during the final interview. This notice initiates the time limit for formal complaints which must be filed within **15 calendar days** of the receipt of the NOFI. The EO counselor may assist complainants in filling out the DD Form 2655, Complaint of Discrimination in the Federal Government. Formal complaints are forwarded to the DoD Investigations and Resolution Division (IRD), and the Equal Employment Opportunity Commission (EEOC) with the 47 FTW/EO office interfacing as required.

MILITARY: A member may elect to file a complaint of discrimination without using the informal process. To be accepted as a formal complaint, allegations of discrimination must have occurred within **90 duty days** of contacting the EO office. The Installation Commander's **approval is required for allegations beyond 90 days**. The role of the EO staff in military formal complaints is to assist the complainant with completing the required paperwork.

NDR through facilitation/mediation is available and encouraged at any time throughout the EO complaint process! Non-Equal Opportunity facilitation/mediation is also available upon request! Contact your local EO office for details.

FEDERAL REGULATIONS [29 CFR PART 1614.102(B)(5)&(7)] & DAFI 36-2710 REQUIRE MANDATORY POSTING OF THIS NOTICE ON ALL ORGANIZATIONAL BULLETIN BOARDS & BREAKROOMS