



**42D AIR BASE WING
EQUAL OPPORTUNITY (EO) OFFICE
MAXWELL AIR FORCE BASE, ALABAMA**



The EO Office provides service to individuals who believe they have been discriminated against based on their **race, sex (including sexual harassment, pregnancy & gender identity, sexual orientation when based on sex stereotyping), color, national origin, age (40+), religion, disability, genetic information, and/or reprisal.**

**AF Unlawful
Discrimination & Sexual
Harassment Hotline:**

**Toll Free:
1-888-231-4058**

**DSN:
665-5214**

**Commercial:
1-210-565-5214**



Contact Us:

**Call
DSN: 493-6010/5107
Comm: 334-953-6010/5107**

**Visit
Building 804
Equal Opportunity Division**

**E-Mail
42abw.eo@us.af.mil**

Procedures for Processing Complaints of Discrimination in the Federal Government

Applies to Military Members, DoD Civilians, Military Retirees and Military Family Members (as applicable)

Filing an Informal Complaint:

CIVILIAN: To file a complaint, an employee, former employee or applicant for employment must contact an EO Counselor within 45 calendar days of the date of the matter alleged to be discriminatory to begin the formal process.

MILITARY: Military members, retirees, or family members (except for off base employment concerns) may contact the EO Office 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 of command. Electing to use the informal process does not prevent filing a formal complaint if resolution was not possible using the informal process.

Filing a Formal Complaint:

CIVILIAN: 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 during the final interview. This notice establishes the requirement that formal complaints must be filed within 15 calendar days of the receipt of the Notice of the Right to File a Formal Complaint. The EO Counselor may assist complainants in filling out the DD Form 2655, *Complaint of Discrimination in the Federal Government*. Formal complaints are handled by the 42 ABW/EO Office, including interface with the Department of Defense Investigation and Resolution Directorate (IRD) and the Equal Employment Opportunity Commission (EEOC).

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 60 days of contacting the EO office. The role of the EO staff in military formal complaints is to assist the complainant with summarizing, documenting, and clarifying allegations.

Negotiation Dispute Resolution through facilitation/mediation is available and encouraged anytime throughout the process.

FEDERAL REGULATIONS [29 CFR PART 1614.102(B)(5)&(7)] & AFI 36-2706 REQUIRE MANDATORY POSTING OF THIS NOTICE ON ALL ORGANIZATIONAL BULLETIN BOARDS & IN BREAK ROOMS