



374th Airlift Wing EQUAL OPPORTUNITY



Improving mission readiness and quality of life for all military and civilian personnel. Ensuring all are provided the opportunity to reach their full potential regardless of race, color, religion, national origin, sex, age, physical/mental disability, genetics, or reprisal/retaliation.

What You Can Do If You Believe You Have Been Discriminated Against

Federal Employee EEO Pre-Complaint Process: aggrieved employees who believe they have been subjected to unlawful discrimination or sexual harassment must consult an EO counselor to initiate pre-complaint counseling prior to filing a formal complaint.

Active Duty Military EO Informal Complaint Process: the informal complaint process is available as an alternative to making formal complaints. This process empowers the individual to decide on the best way or most appropriate means to address and resolve their concerns within the Chain of Command.

Federal Employee EEO Formal Complaint Process: when there is no resolution at the pre-complaint stage the aggrieved person has rights to file a formal complaint. This must be done in writing within **15 calendar days** of receipt of the Notice of Final Interview of the pre-complaint process. **Time Line:** federal employees must contact the EO office within **45 calendar days** of the alleged offense, discriminatory act, personnel action, or inaction.

Active Duty Military EO Formal Complaint Process: when individuals believe their concerns of unlawful discrimination, sexual harassment, bullying or hazing can only be addressed through a formal process or they are not satisfied with the informal process, the EO formal complaint is the next option. **Time Line:** there is no time limit for filing informal complaints. Individuals should submit formal allegations of unlawful discrimination, sexual harassment, bullying or hazing no later than **90 duty days** after the alleged offense. If the allegation 90 duty day window has passed, the complainant must provide sufficient justification or extenuating circumstances to the EO office for review and the Installation Commander's approval.

Alternate Dispute Resolution (ADR) – Mediation and Facilitation are also available for all workplace disputes if agreed upon by parties involved in a dispute.

Officials authorized to receive formal civilian complaints of discrimination:

Commander, 374th Airlift Wing, Unit 5078, APO AP 96328, 225-3741
EO Director, 374th Airlift Wing, Unit 5078, APO AP 96328, 225-7761

We stand ready to assist all Commanders, Supervisors and Employees through Education, Specialized Briefings, ADR and complaints processing.

**We are located in Bldg 314, Room 231
DSN 225-7008/9410**

The Air Force Unlawful Discrimination and Sexual Harassment Hotline is available 24 hours a day and can be reached at 1-888-231-4058. Air National Guard members can also contact the National Guard EO hotline at 703-607-5462 or 1-800-371-0617.

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