



Misawa Air Base

Equal Opportunity

Referral Guide



Your Misawa Equal Opportunity office provides service to active duty personnel, their family members, and retirees on human relations issues. Our goal is for each member of Misawa to be proactive at all times and RAISE the standard in their workplace.

R - Reiterate Air Force EO Policies

A - Accept workplace diversity

I - Identify unacceptable behaviors

S - Set positive examples on/off duty

E - Encourage formal /informal resolution

Our Mission

To eliminate unlawful discrimination and sexual harassment against military members, their dependents, retirees, and civilian employees based on race, color, religion, national origin, sex, sexual orientation, to include age, disability, genetic information, and reprisal for DoD civilian employees. Unlawful discrimination and sexual harassment are contrary to good order and discipline and counterproductive to combat readiness and mission accomplishment.

Program Policy

It is Department of Defense and Air Force policy not to condone or tolerate unlawful discrimination or sexual harassment within the Armed Forces or in the civilian workforce. This includes discrimination based on the individual's birthplace, ancestry, culture, or the linguistic characteristics common to a specific ethnic group.

Definitions

Discrimination: Any action that unlawfully or unjustly results in unequal treatment of persons or groups based on race, color, religion, national origin, sex, sexual orientation, and if civilian, age, disability, genetic information, and retaliation not supported by legal or rational considerations.

Disparaging Terms: Terms used to degrade or connote negative statements pertaining to race, color, religion, national origin, sex, sexual orientation, and if civilian, age, disability, genetic information, and retaliation. These terms include insults, printed material, visual material, signs, symbols, posters, or insignia. The use of these terms constitutes unlawful discrimination and can create an intimidating and/or hostile work environment.

Equal Opportunity and Treatment Incident (EOTI): An overt act, directed toward an individual, group, or institution that is motivated by or has overtones of unlawful discrimination on the basis of race, color, religion, national origin, sex, or sexual orientation.

Reprisal: Taking or threatening to take an unfavorable personnel action or withhold a favorable personnel action against an individual for attempting to communicate to a supervisor, commander, IG, member of congress or any established grievance channel.

Sexual Harassment: A form of sex discrimination involving unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (Quid Pro Quo) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, career, or
- (Quid Pro Quo) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Complaint Process

EO Complaint Processing Options [Military]

If you believe you are a victim of unlawful discrimination and/or sexual harassment, you are highly encouraged to use your chain of command to resolve your complaint. There are two complaint options available

1. **Informal:** Confront the alleged offender. Advise him/her to stop and that continuation of the behavior will result in a formal complaint action. You may also ask a co-worker to intervene on your behalf, use the Alternate Dispute Resolution (ADR) process to resolve the complaint, or use your chain of command to resolve your complaint. There are no timelines for an informal complaint.

2. **Formal:** EO can only accept allegations of unlawful discrimination based on race, color, religion, national origin, sex, sexual orientation, and sexual harassment. Upon receipt of your complaint, the EO office will conduct a formal complaint clarification. The EO office will not accept a complaint more than 60 calendar days after the alleged offense occurred unless the installation commander approves. The installation commander may waive the time limits for good cause based on a memorandum with sufficient justification provided by the member and submitted through the EO office.

Use of ADR in Military EO Complaints:

- Facilitation is the ADR technique used to resolve Military EO complaints.
- All complaints that are appropriate for ADR are eligible for the voluntary use of facilitation and/or structured negotiation.

EEO Complaint Processing Options [Civilians]

An aggrieved person who believes s/he has been discriminated against on the basis of race, color, religion, national origin, sex, sexual harassment, age, genetic information, or disability must consult an EEO counselor before filing a formal complaint.

The initial contact must be within 45 days of the date of the matter alleged to be discriminatory or, in the case of a personnel action, within 45 days of the effective date of the personnel action. The 45-day limit may be extended for reasons outlined in 29 CFR 1614.105 (a) (2).

Use of ADR in Civilian EO Complaints:

- ADR processes, including mediation, facilitation, structured negotiation, and other collaborative problem solving techniques, often produce outcomes that are more efficient and effective than traditional, adversarial methods of dispute resolution.
- The Air Force strongly encourages the voluntary use of ADR to resolve EEO complaints whenever it is practicable and appropriate to do so.

What's your role when it comes to Equal Opportunity

As a Commander:

- Strongly emphasize zero tolerance.
- Investigate allegations of unlawful discrimination.
- Notify EO on allegations of sexual harassment.
- Protect members who file complaints against forms of reprisal or retaliation.
- Commanders must provide EO with a synopsis of allegations and corrective actions taken when EO issues are handled within their organization.

As a supervisor:

- Reinforce zero tolerance policy.
- Set a positive example on/off base.
- Take action on every issue.
- Address rumors.
- Keep chain of command informed of issues affecting the workplace.
- Give feedback on issues worked

Anyone in a supervisory or management position who is aware of unlawful discrimination or sexual harassment, but fails to take action can be disciplined.

As a complainant:

- Recognize when standards are not met
- Clarify perceptions
- Document incidents...who, what, where, when, why, and how
- Consider confronting alleged offender
- Know your chain of command/helping agencies
- Report any forms of reprisal to IG

As a Friend or Co-worker:

- Be a good listener and take action
- Encourage resolution in a timely manner

As members of the Department of Defense, we each have an inherent responsibility to comply with policies and to develop EO awareness and proactive involvement. Failure to do so can result in disciplinary action or judicial punishment under articles of the UCMJ.

“Positive Human Relations starts with you... One person can make a huge difference!”

On Base Referral Agencies

ADAP	226-3230
TADR Manager	Vacant
AFOSI	226-3116
AF Aid	226-4735
Airman & Family Readiness	226-4735
Area Defense Counsel (ADC)	226-3910
Chaplain Service	226-4630
Exceptional Family Member Program	226-6665
Family Advocacy	226-2123
Housing Office	226-3200
Inspector General	226-3515
Legal Office	226-4022
Primary Care Clinic (Appointment Line)	226-6111
Mental Health	226-3230
Red Cross (Local)	226-3016
Security Forces	226-3600
Sexual Assault Prevention & Response Office	226-7272 (24 hour hotline)

DoD & National Resources

AF Survivor Assistance Program

www.va.gov/SURVIVORS/OSA_Links.asp

AF Wounded Warrior Program

1-800-581-9437

www.woundedwarrior.af.mil

AF Unlawful Discrimination & Sexual Harassment

1-888-231-4058 210-565-5214 665-5214

www.af.mil/EqualOpportunity.aspx

Military Crisis Hotline

1-800-273-8255

www.suicidepreventionlifeline.org/

Military One Source

1-800-342-9647

www.militaryonesource.mil

Sexual Assault Prevention & Response

www.sexualassaultpreventionresponse.af.mil

U.S. Equal Employment Opportunity Commission

www.eeoc.gov

Vets4Warriors Peer Support

1-855-838-8255

www.vets4warriors.com

AF/DOD Resources

AFI 36-2706	Equal Opportunity Program
AFI 36-2903	Dress and Personal Appearance Wearing of Tattoos/Brands
AFI 36-2707	Nondiscrimination in programs and activities assisted or conducted by the Department of the Air Force
AFI 51-903	Dissident and Protest Activities
AFI 90-301	Inspector General Complaints Resolution
DODD 1350.2	Military Equal Opportunity Program
DODD 1300.17	Accommodation of Religious Practices Within the Military Services

Misawa EO Staff

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Next to Stars and Stripes

“A First Resource...Not A Last Resort”