



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND


10 September 2016

MEMORANDUM FOR ALL 434 ARW PERSONNEL

FROM: 434 ARW/CC

SUBJECT: Equal Opportunity (EO) and Non-Discrimination Policy

1. The policy of the 434th Air Refueling Wing is not to condone or tolerate unlawful discrimination or sexual harassment, of any kind. Additionally, at no time should any reprisal action be taken against a member or employee who reports or participates in an investigation of a possible violation of this policy. Once unlawful discrimination, sexual harassment, or reprisal is alleged, immediate and appropriate action will be taken to investigate/resolve the allegations and ensure any proven unlawful behavior stops.
2. Unlawful discrimination is the unfair treatment of any Airman or civilian on the basis of race, color, religion, sex (including gender identity and sexual orientation), and national origin. In the case of civilian employees, additional basis include age (over 40), disability, genetic information and reprisal. Sexual harassment involves unwelcome sexual advances, requests for sexual favors or other verbal or physical contact of a sexual nature. Additional guidance can be found in AFI 36-2706.
3. Persons who are aware of any violations or believe they are victims of discrimination or sexual harassment are urged to report it immediately through their chain of command or to the Grissom EO office located in building 596 room 233, at 688-3421/2408. The civilian EO representative, Ms. Diana O'Brien can be reached at 688-2557.


LARRY H. SHAW, Colonel, USAF
Commander

To file a complaint:

1: **Must** be a military member, family members or retirees. For Civilians, must be an AF employees, former employees or applicant for employment who meet the criteria outlined in 29 CFR Part 1614.

2: Contact an EO specialist to discuss complaint:

- **Military:** Grissom EO Office - 1st Lt Martin Valadez, Building 596 Rm 233, Comm: (765) 688-3421.
- **Civilian:** Diana O'Brien, Comm: (765) 688-2557.

Two types of complaints: formal & informal.

- **Formal:** Time limit to file complaint - Military: 6 UTA's, Civilian: 45 days.
- **Informal:** No time limit to file complaint.

