



56 FW EQUAL OPPORTUNITY OFFICE

Director: Mr. Ronald S. Goodwyn
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HQ AFPC Call Center Hotline: 1-888-231-4058

Our Mission

To assist Commanders in eliminating the harmful effects of social problems which detract from mission accomplishment.

Briefings/Training

- **Human Relations Education Training:** First Duty Station Training is a mandatory 2.5 hour class on Equal Opportunity for military members and DOD civilian employees on assignment to their first permanent duty station. Classes are held every other Tuesday from 0730-1000, Bldg 1150, Suite 2100.
- **Newcomer's Orientation:** This briefing is a mandatory 30 minute class on Equal Opportunity for military members and DOD civilian employees upon a second or subsequent permanent change of station with less than 1 year break in service. Military personnel will receive this briefing during Wing Orientation held at the Airman and Family Readiness Center two Thursdays a month from 0800-1600. The class for DOD civilians is held the last Wednesday of each month at 0800 in Bldg 1150, Suite 2100.

Complaint Procedures

- **Filing an informal EO Complaint for Military Members.** There are several options available to assist in informally resolving unlawful discrimination complaints prior to filing a formal complaint. They are:
 - Speak with the offender
 - Ask coworker/friend
 - Use your chain of command
 - Mediation/Facilitation
- **Filing an Formal EO Complaint for Military Members**
 - Initial contact must be within 60 days of the incident.
 - Make an appointment with Equal Opportunity (EO).
 - Be prepared to provide EO with some form of documentation or statement of your concerns.
 - EO will provide you with a detailed overview of our services and outline the EO process.
 - EO will advise you on the options and avenues available.
- **Civilian Employees**
 - You must consult an EO counselor for assistance.
 - Initial contact must be within 45 days of the incident.
 - Counselor will complete pre-complaint counseling within 30 days and advise you of your rights.
 - Filing a Formal Complaint: You have the right to file a formal complaint, at the conclusion of the 30-day pre-complaint counseling period, within 15 calendar days of receipt of the Notice of Right to File a Discrimination Complaint letter
 - Formal Complaint: Complaint is investigated by Investigative Resolution Division (IRD)

Equal Opportunity is really quite simple; fairness, dignity and justice in the treatment of all Airmen. Every thunderbolt needs to take an active role in eliminating discrimination at Luke Air Force Base. If you see discrimination happening I need you to act immediately. The use of racial, sexual, or any other type of slurs, comments or jokes intended to degrade or insult another is completely unacceptable and does not align with our core values.
