



SECRETARY OF THE AIR FORCE
WASHINGTON

JUN 23 2024

MEMORANDUM FOR ALMAJCOM-ALFLDCOM-FOA-DRU
DISTRIBUTION C

SUBJECT: Department of the Air Force Equal Opportunity and Nondiscrimination Policy

The Department of the Air Force's (DAF) top priority is taking care of our people—the very Airmen and Guardians (military and civilian) who made the voluntary decision to join our organization in defense of our great Nation. They deserve nothing less than being treated with dignity and respect and afforded equal opportunity and the right to nondiscrimination. When our Airmen and Guardians experience unlawful/prohibited discrimination and/or discriminatory harassment (including sexual harassment), their ability to rise to their highest potential is undermined—affecting their ability to carry out the DAF's critical mission. The DAF's policy is simple; these acts will not be tolerated or condoned by anyone.

The DAF's civilian equal employment opportunity complaints program promotes and implements federal laws on unlawful discrimination and discriminatory harassment (including sexual harassment) against DAF civilian employees, former employees, and applicants for employment on the basis(es) of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, disability, age (over 40), genetic information, or retaliation for prior equal opportunity activity—each category collectively known as a protected class. Equal employment opportunity covers all personnel and employment programs, management practices, and decisions, including, but not limited to, recruitment and hiring, merit promotion, transfer, reassignments, training and career development, benefits, and separation.

DAF civilian employees, former employees, and applicants for employment who believe they have been subjected to unlawful discrimination or discriminatory harassment (including sexual harassment) should promptly report allegations to their local DAF equal opportunity office or supervisor. Delays in reporting may hinder the DAF's ability to prevent, intervene, and/or correct these discriminatory or negative behaviors and there are legal timelines to file an equal employment opportunity complaint within 45 calendar days after the alleged discrimination occurred.

The DAF's military equal opportunity program implements federal laws and Department of Defense policies on prohibited discrimination and discriminatory harassment (including sexual harassment) against military members on the basis(es) of race, color, religion, sex (including pregnancy), national origin, gender identity, or sexual orientation. The DAF's military equal opportunity program also addresses other forms of harassment (i.e., bullying and hazing).

Military members who believe they have been subjected to prohibited discrimination, discriminatory harassment, and other forms of harassment (bullying and hazing) are encouraged

to promptly resolve the matter at the lowest level, where possible. Military members, however, can report allegations to their local DAF equal opportunity office. Military members should promptly report allegations as delays in reporting may hinder the DAF's ability to prevent, intervene, and/or correct these discriminatory or negative behaviors.

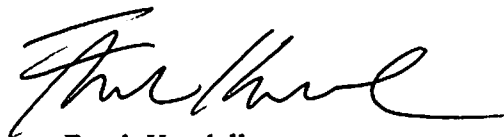
The DAF will not tolerate any workplace harassment or retaliation/reprisal against those individuals who engage in protected activity such as reporting allegations of unlawful/prohibited discrimination and/or discriminatory harassment (including sexual harassment). The DAF supports Airmen and Guardians in exercising their civil rights guaranteed by law.

I expect Air Force and Space Force leaders, commanders, managers, and supervisors at all levels to foster and maintain a workplace and environment that promotes equal opportunity and nondiscrimination for all Airmen and Guardians. This includes communicating DAF equal opportunity and anti-harassment policies; responding to allegations; correcting harassing conduct before it becomes severe or pervasive; and taking other appropriate preventative, corrective, and/or disciplinary action consistent with DAF Policy Directive (DAFPD) 36-27, *Equal Opportunity*, DAF Instruction (DAFI) 36-2710, *Equal Opportunity Program*, and DAFI 36-147, *Civilian Conduct and Responsibility* (anti-harassment program).

I expect all Airmen and Guardians to maintain the highest standards of personal and professional conduct consistent with Air Force Instruction 1-1, *Air Force Standards*, and Space Force Handbook 1-1, *Guardian Spirit*. Any Airman or Guardian who violates DAF policy on equal opportunity and nondiscrimination may be subject to corrective and/or disciplinary action, to include action under the Uniform Code of Military Justice for military members.

I encourage all Airmen and Guardians at all levels to review this policy memorandum, along with DAFPD 36-27, DAFI 36-2710, and DAFI 36-147, as well as visit the DAF Equal Opportunity website (<https://www.af.mil/Equal-Opportunity/>) for additional information. Airmen and Guardians are also encouraged to utilize the DAF Unlawful Discrimination and Harassment Hotline at 1-888-231-4058 if assistance is needed in locating your local equal opportunity office.

The DAF's mission success ultimately depends on Airmen and Guardians having trust and confidence in themselves, in one another, and in their leadership to promote equal opportunity and nondiscrimination. Airmen and Guardians must have the freedom to compete on a fair and level playing field regardless of their backgrounds and/or protected class. This ensures that the DAF can recruit and retain top talent to support force lethality and mission readiness. We all play an integral role in promoting and safeguarding equal opportunity and nondiscrimination.



Frank Kendall
Secretary of the Air Force



**Space Launch Delta 45
Equal Opportunity Office
Patrick Space Force Base, FL
COMM (321) 494-6333 DSN 854-6333
Bldg 423 Room S204
Email: 45sweo@us.af.mil**



Who We Are And How We Help: The EO Office is a command directed program focused on fostering a positive human relations climate and eradicating unlawful discrimination. EO personnel are authorized to provide proactive services such as informal/formal lectures, guided discussions about diversity awareness, harassment prevention, communication, and self-awareness. We also provide Team Patrick -Cape EO counseling services and other geographically separated units. Education is our best weapon to eliminate fear, which ultimately leads to harassment/discrimination. EO counselors are neutral parties and are not representatives of complainants/aggrieved or of management personnel. We are not investigators, advocates or attorneys. We provide prompt, fair, and impartial processing and resolution of complaints of unlawful discrimination and harassment. The objective of the complaint process is to seek opportunities to resolve issues at the lowest level at the earliest possible time.

EO Program Goal:

To ensure U.S. military personnel, retirees, and dependents are able to report unlawful discrimination and harassment based on race, color, religion, sex (including pregnancy), sexual orientation, gender identity, sexual harassment, and national origin. DoD civilian employees, former employees, and applicants have the option to report unlawful discrimination and harassment based on race, color, religion, sex (to include sexual harassment, pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability (mental or physical), genetic information. Communications with the EO Office are protected. Reprisal and retaliatory acts are prohibited.

Please contact the EO office utilizing the information above or the Inspector General's (IG) office if you feel you are the recipient of reprisal or retaliation. EO specialists will determine if complaints can be accepted per DAFI 36-2710.

Who We Serve:

- U.S. Military Members, Retirees, and their Families (not associated with their off-duty employment)
- DoD/NAF Civilian Employees, Former Employees and Applicants

Areas of Assistance:

Unlawful Discrimination with a basis of:

- Race, Color, Religion, Sex (to include pregnancy), Gender Identity, National Origin, Sexual Harassment, Sexual Orientation, *Age, *Disability, *Genetic Information, and *Reprisal.
- **Only applicable to DoD Civilians*

Hostile Work Environment without a basis:
Discriminatory Harassment to include Bullying, Hazing

Services Offered:

- Informal & Formal Complaint Assistance
- Conflict Resolution through: Negotiated Dispute Resolution (NDR)
 - Mediation/Facilitation
- Human Relations Education, Training & Briefings
- Climate Surveys (DEOCS)

Civilian Complaints:

Title VII of the Civil Rights Act of 1964, as amended, prohibits employment discrimination based on race, color, national origin, age (40 or older), religion, genetic information, sex (including sexual harassment, pregnancy, gender identity and sexual orientation), physical and/or mental disability, and reprisal against a person who files a complaint, participates in the EO process or opposes an unlawful employment practice. **Civilian** employees or applicants for employment who believe they have been discriminated against must contact the EO Office within **45 calendar days** of the event they believe was discriminatory, of the effective date of a personnel action, or from when they became aware of the prohibited action(s).

Military Complaints:

Unlawful discrimination and sexual harassment are contrary to good order and discipline and are counterproductive to mission readiness and mission accomplishment. U.S. military members, their family members, and retirees who feel they are discriminated against based on race, color, national origin, religious, sex, sexual orientation, or sexual harassment, including harassment, bullying, and hazing may contact the EO Office at any time to file an informal complaint. However, the individual must contact the EO office within **60 days** of the alleged offense to file a formal complaint. The chain of command (i.e. Supervisor, Flight Chief, Superintendent, First Sergeant, Commander, etc.) remains the primary and preferred method to address issues and is the best course of action for immediate relief. Members are encouraged to attempt to resolve their issues/concerns with their respective chain of command first. In accordance with DAFI 36-2710, p2.1, Leaders and commanders will ensure all types of unlawful discrimination or harassment are stopped, and behavior corrected as soon as possible once they are made aware.

Complaints Involving All Officers and Senior Officials:

Complaints against senior officials of the grade 0-7 or above, to include civilian equivalents, will be reported to SAF/IG to meet AF/A1 and DoD reporting requirements. All open investigations against any officer (or civil servant Grade 15 or equivalent) to the IG. The EO office will immediately notify the Installation Commander and Installation IG of military EO complaints against Colonels, Colonels-Select, and civilian equivalents. The EO office will conduct a complaint clarification and forward the clarification report, legal sufficiency review, a copy of any command, actions, rebuttals, and statements provided to the IG and SAF IGQ.

DoDI 1020.03, *Harassment Prevention and Response in the Armed Forces*

DoDI 1020.03 establishes a comprehensive DoD-wide military harassment prevention and response program. The DoD does not tolerate or condone harassment. Harassment jeopardizes combat readiness and mission accomplishment, weakens trust within the ranks, and erodes unit cohesion. Harassment is fundamentally at odds with the obligations of Service members to treat others with dignity and respect.

Types of Harassment Covered by this Issuance:

- **Harassment:** Behavior that is unwelcome or offensive to a reasonable person, whether oral, written, or physical, that creates an intimidating, hostile, or offensive environment. May include offensive jokes, epithets, ridicule or mockery, insults or put-downs, displays of offensive objects or imagery, stereotyping, intimidating acts, veiled threats of violence, threatening or provoking remarks, racial or other slurs, derogatory remarks about a person's accent, or displays of racially offensive symbols. Types of harassment include, but are not limited to, discriminatory harassment, sexual harassment, hazing, bullying, and stalking. Stalking must be reported to the appropriate Military Criminal Investigative Organization. It can occur in person, through electronic communications, including social media; through wrongful broadcast or distribution of intimate visual images and other forms of communication.
- **Discriminatory Harassment:** A form of harassment that is unwelcome conduct based on race, color, national origin, religion, sex (including pregnancy), gender-identity or sexual orientation.
- **Sexual Harassment:** A form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, to include quid pro quo, and deliberate or repeated offensive comments or gestures of a sexual nature. This can occur through electronic communications, including social media. Behavior is sufficient to constitute sexual harassment if it is so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the environment as hostile or offensive.
- **Bullying:** Acts of aggression by Service members or DoD civilian employees (connected to military service) with the intent of harming a Service member either physically or psychologically, without a proper military or other governmental purpose. This may involve singling out an individual for ridicule or berating of a person with the purpose of belittling or humiliating. This can be conducted through use of electronic devices or communications.
- **Hazing:** Conduct through which Service members or DoD employees (connected to military service), without a proper military or other governmental purpose, physically or psychologically injures or creates a risk of injury to Service members for the purpose of: initiation into, admission into, affiliation with, change in status or position within, or continued membership in any military or DoD civilian organization.
- **Retaliation:** Encompasses illegal, impermissible, or hostile actions taken by a Service member's chain of command, peers, or coworkers as a result of making or being suspected of making a protected communication in accordance with DoDD 7050.06. Additional retaliatory behaviors include ostracism and maltreatment. Retaliation allegations associated with harassment will be referred to the SARC when in connection with an alleged sex-related offense, sexual assault, or sexual harassment.
- **Reprisal:** In accordance with Section 1034 of Title 10, U.S. C., as implemented by DoDD 7050.06, it is taking or threatening to take an unfavorable personnel action, or withholding, or threatening to withhold a favorable personnel action, for making, preparing to make, or being perceived as making or preparing to make a protected communication. Allegations of reprisal will be referred to the Inspector General (IG).

Anonymous Complaints:

Actions taken regarding anonymous complaints will depend upon the extent of information provided by complainants. If sufficient information is provided to permit the initiation of an investigation, the investigation will be initiated by the commanding officer or supervisor. If there is not sufficient information available to initiate an investigation, the information will be documented in a Memorandum for Record (MFR) and maintained on file with disposition instructions and the central point of contact responsible for processing harassment complaints.

Harassment, Bullying and Hazing Complaints and Appeals:

In accordance with DAFI 36-2710, *Equal Opportunity Program*, members are encouraged to address allegations of bullying or hazing at the lowest level utilizing their chain of command (supervisor, CCF, CC). Commanders and supervisors should initiate contact with servicing EO Offices to report allegations of bullying or hazing. EO personnel will utilize the existing complaint clarification process, allowing members the option of informal or formal processing. There is no timeline for military members to file an informal complaint, but to file a formal complaint military members must contact the EO Office within 60 calendar days. Regardless of timeliness, members are still able to attempt to resolve their concerns with the EO Office. The complainant's commander has 5 duty days from the receipt of a harassment complaint, to the extent practicable, to forward the complaint, with a detailed description of the facts and circumstances, to the next superior officer in the chain of command who is authorized to convene a general court-martial; and commence, or cause the commencement of, an investigation of the complaint. The complainants will be notified when the investigation begins, be provided with information about the investigation process, be informed of victim support resources (on and off base), and any appeal rights. When the investigation is complete, the complainant must be notified whether the complaint was substantiated or unsubstantiated. An administrative finding concerning a complaint resolve through the formal process may be appealed by the complainant or an alleged offender within 30 duty days of receiving notice of the finding. Commanders are not required to withhold command action while an appeal is pending. The military equal opportunity appeals process is not applicable to command action rendered under UCMJ or any administrative process as a result of a substantiated complaint.

Questions:

For any additional questions, concerns, or any additional information, please utilize the information in the header to contact the EO Office.



DEPARTMENT OF THE AIR FORCE
UNITED STATES SPACE FORCE
SPACE LAUNCH DELTA 45

21 September 2023

MEMORANDUM FOR DISTRIBUTION

FROM: SLD 45/CC
1201 Edward H. White II Street
Patrick SFB, FL 32925-3242

SUBJECT: Installation Equal Opportunity and Treatment Policy

1. It is my duty and responsibility to ensure that every member of Team Patrick-Cape is treated with dignity and respect. All Team Patrick-Cape members are critical to mission success and organizational effectiveness, therefore unlawful discrimination, harassment, and sexual harassment in any form will not be tolerated. It is every member's responsibility to foster an environment free from discrimination, sexual harassment, bullying, or hazing. IAW DAFI 36-2710, *Equal Opportunity Program*, unlawful discrimination is an action taken based on race, color, religion, sex (to include sexual orientation, gender identity, and pregnancy), and national origin; additionally IAW 29 C.F.R Part 1614, *Federal Sector Equal Employment Opportunity*, civilian employees have the additional bases of age (over 40), disability (mental/physical), reprisal (Prior-EEO Activity), and genetic information.
2. Endorsing this zero-tolerance policy will ensure that leaders and supervisors at all levels understand their responsibility to ensure that complaints and concerns regarding unlawful discrimination and harassment are handled fairly and promptly through proper channels. The acts of ostracism or retaliation are unacceptable at all levels and will not be condoned. Team Patrick-Cape members are guaranteed the right to utilize the chain of command or the equal opportunity process, if necessary, to resolve concerns of unlawful discrimination and harassment. I expect leaders at all levels to proactively confront all forms of unlawful discrimination, harassment, or sexual harassment.
3. I am committed to ensuring we preserve and protect you, our organization's greatest strength and most valuable resource. You deserve to be successful while working in an inclusive and respectful environment that allows for professional and personal growth and opportunities.
4. The SLD 45 Equal Opportunity staff has my full support in the execution of this program. Additionally, they have my authorization to conduct Out and About visits (unit climate observations) to all SLD 45 (host and tenant) and Cape Canaveral organizations, unescorted and without notice (exception: classified and healthcare areas that require entry badges and/or escorts).
5. My point of contact for this matter is the SLD 45 Equal Opportunity office at DSN 854-6333. This memorandum supersedes all previous memorandums, same subject.

KRISTIN L. PANZENHAGEN
Brigadier General, USSF
Commander