

# 316TH WING EQUAL OPPORTUNITY

## Our Vision

To serve as the Air Force's preeminent subject matter experts on Equal Opportunity, Workforce Relations, and Organizational Effectiveness to propagate an environment for Airmen that fosters total commitment and maximum effort.

## Our Mission

Deliver world-class preventative & responsive services by identifying, assessing, and neutralizing workforce relations concerns through education and organizational assessment methodologies. Provide fair/thorough counseling and resolution services for total force members; thereby bolstering organizational effectiveness.

## What We Provide?

### **Human Relations Education**

- Key Personnel Brief/Newcomers/First Duty Station
- Briefings for Commander's/Director's Calls

### **Specialized Training**

- Tailored Training (social tensions, conflict management, or targeted EO topic)
- True Colors Personal Success Seminars ®
- Emotional Intelligence (EQ-i 2.0) ®
- Unconscious Bias

### **Outreach, Assessments & Advisory**

- Advisor for DoD-Recognized Special Observances
- SME for IG Investigations and/or CDIs with EO related allegations
- DEOCS (Defense Organizational Climate Survey)
- Focus Groups, Out and Abouts, and Interviews
- Facilitate Courageous Conversations
- Negotiation and Dispute Resolution (EO and Non-EO/Workplace Disputes)

## Military Complaint Options/Procedures

### **Informal**

- Address concern with the alleged offender or request intervention by a co-worker
- Utilize your chain of command to informally resolve complaint
- Participate in the Negotiation and Dispute Resolution Program

### **Formal**

- Submit allegations to the EO office no more than 60 days after the alleged offense

## Civilian Complaint Options/Procedures

### **Informal**

- Initiate contact with an EO Counselor within 45 days of the occurrence of the alleged offense
- Participate in the Negotiation and Dispute Resolution Program

### **Formal**

- Submit a DD2655 to the EO office within 15 days of receipt of Notice of Right to File a Formal Complaint



**EO Contact Information: 240-612-6345 DSN: 612-6345**

**Email: 316.WG.EO.EO@us.af.mil**

**Location: 1500 W. Perimeter Rd, Suite 2520.01**

**Joint Base Andrews, MD 20762**

**USAF Discrimination & Sexual Harassment Hotline:**

**1-888-231-4058 commercial 210-565-5214 DSN 665-5214**

