

# JOINT BASE ANDREWS (JBA) EQUAL OPPORTUNITY (EO)

**Our Vision:** 11th Wing EO will be 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** and responsive Equal Opportunity services by identifying, assessing, and neutralizing Workforce Relations concerns through education and organizational assessment methodologies and by providing fair and thorough counseling and resolution services for total force members, thereby bolstering organizational effectiveness.

## **We Provide:**

- Human Relations Education/Specialized Training, such as:
  - KPB/Newcomers/First Duty Station
  - Commander's Calls
  - Tailored Training (social tensions, conflict management, etc...)
  - True Colors Personal Success Seminars ®
  - Emotional Intelligence ®
- Negotiation Dispute Resolution (EO and Non-EO/Workplace Disputes)
- DEOCS (DEOMI Organizational Climate Survey)
  - Executive summary and consultation for DEOCS results through Focus Groups and interviews

## **Military Complaint Options/Procedures**

### **Informal**

- Address issue with the person or request intervention by a co-worker
- Use the chain of command
- Use the Negotiation Dispute Resolution (NDR)
- File informal complaint with EO office

### **Formal**

- Lodge and document complaint with EO.
- Allegations must be submitted no more than 60 days after the alleged offense.

## **Civilian Complaint Options/Procedures**

### **Informal**

- Initiate contact with an EO Counselor within 45 days of awareness of the alleged discrimination
- Participate in the NDR program

### **Formal**

- File complaint within 15 days of receipt of Notice of Right to File a Formal Complaint



**EO Contact Information: 240-612-6345**  
**Email: [usaf.jbanafw.afdw-staff.mbx.11-wg-eo@mail.mil](mailto:usaf.jbanafw.afdw-staff.mbx.11-wg-eo@mail.mil)**  
**Location: 1500 W. Perimeter Rd, Suite 2520 JBA, MD 20762**  
**USAF Discrimination & Sexual Harassment Hotline:**  
**1-888-231-4058 commercial 210-565-5214 DSN 665-5214**



**DID YOU KNOW?!** The JBA EO Office services most Active Duty Air Force military members and Department of the AF civilians within the NCR.