



SECRETARY OF THE AIR FORCE  
WASHINGTON

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MEMORANDUM FOR ALMAJCOM-FOA-DRU  
DISTRIBUTION C

SUBJECT: FY20 Equal Opportunity (EO) and Non-Discrimination Policy

Every military and civilian member of the Department of the Air Force has the right to be treated with dignity and respect. When members of the Department of the Air Force experience harassment, unlawful discrimination or sexual harassment, their ability to excel is diminished, their opportunity to reach their full potential is jeopardized and their ability to carry out the U.S. Air Force and U.S. Space Force missions is undermined. In short, mutual respect is key to mission success.

The Department of the Air Force policy is simple: harassment, unlawful discrimination and sexual harassment will not be tolerated or condoned. Do not retaliate or reprimand against any member or employee who participates in an Equal Opportunity process or discloses possible Equal Opportunity violations. Any military or civilian member who violates this policy may be subject to discipline.

I expect Commanders at all organizational levels to create and foster a workplace free of harassment, unlawful discrimination, and sexual harassment. This policy will be communicated during commander's calls/briefings and supplemented by Installation Commander and Secretary of the Air Force policy memorandums, consistent with AFD 36-27, *Equal Opportunity (EO)*, and AFI 36-2706, *Equal Opportunity Program, Military and Civilian*.

The Department of the Air Force's greatest asset is the diversity of our people. Working together, we will ensure equal opportunity throughout the Total Force. I expect all military and civilian members of the Department of the Air Force to maintain the highest standards of personal and professional conduct at work, home and abroad. We all play an integral role and must remain vigilant in our efforts to eradicate discrimination in the workplace.

  
Barbara Barrett

Attachment:  
Additional SecAF Equal Opportunity Guidance

## ATTACHMENT

### ADDITIONAL SECRETARY OF THE AIR FORCE EQUAL OPPORTUNITY GUIDANCE

1. Unlawful Discrimination for military personnel is discrimination on the basis of race, color, sex, national origin, religion, or sexual orientation.
2. Unlawful Discrimination for civilian personnel is discrimination on the basis of race, color, sex (including pregnancy, gender identity, and sexual orientation), national origin, religion, age, genetic information, disability, and retaliation/reprisal.
3. The right to be free from discrimination on the basis of religion includes the right to reasonable accommodation of one's religious beliefs and practices.
4. Harassment for military personnel is a form of behavior that is unwelcome or offensive to a reasonable person, whether oral, written, or physical, that creates an intimidating, hostile, or offensive environment. Hazing and bullying are types of harassment that are prohibited.
5. Unlawful Harassment for civilian personnel is a form of discrimination that includes creating an intimidating, hostile working environment for another person on the basis of one of the characteristics set out in paragraph 2, above.
6. Sexual Harassment includes unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when submission to such conduct is made directly or indirectly a term or condition of employment, when an employment decision is based on the person's submission to or rejection of such conduct, or when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment. Sexual harassment may include, but is not limited to sexual jokes and comments, sexual propositions, comments about a person's body parts, uninvited physical contact, and any sexual picture or statement transferred through various forms of communication methods.
7. Workplace disputes shall be resolved promptly and at the lowest possible level. Civilian personnel who believe they have been subjected to unlawful discrimination or unlawful harassment should report it promptly to their supervisor or their local Equal Opportunity Office. Military personnel should attempt resolution using the chain of command or contact their local EO office for assistance. If a superior, military or civilian, is alleged to have engaged in the offending conduct, the report should be made promptly to the next level or the local EO office. Civilian personnel may also have an avenue of redress for harassment available through the agency's Negotiated Grievance Procedures, within their civilian personnel office or with the Inspector General at their installation.
8. It is the duty of each Commander to: (1) post within their unit, the Installation Commander and Secretary of the Air Force policy memos regarding unlawful discrimination and harassment; (2) ensure all military and civilian members under their supervision are aware of this policy; (3) ensure complaints are properly processed; (4) take appropriate corrective action when made aware of a violation; and (5) provide their local EO Office a written memorandum regarding EO issues worked within the unit, to include commander-directed investigations.