



# 55TH WING EQUAL OPPORTUNITY Civilian Complaint Process



Alternative Dispute Resolution (ADR)  
Negotiation & Dispute Resolution (NDR)



THE AIR FORCE HAS A PROCEDURE FOR RESOLVING COMPLAINTS OF DISCRIMINATION. ANY CIVILIAN EMPLOYEE OR APPLICANT FOR EMPLOYMENT WHO BELIEVES HE OR SHE HAS BEEN DISCRIMINATED AGAINST BECAUSE OF **AGE, DISABILITY, EQUAL PAY/COMPENSATION, GENETIC INFORMATION, HARASSMENT, NATIONAL ORIGIN, PREGNANCY, RACE/COLOR, RELIGION, RETALIATION, SEX, OR SEXUAL HARASSMENT** IN ANY EMPLOYMENT MATTER SUBJECT TO THE CONTROL OF THE AIR FORCE, MAY FILE A COMPLAINT OF DISCRIMINATION.

HOWEVER, BEFORE A FORMAL COMPLAINT CAN BE FILED, A COMPLAINANT MUST FIRST CONSULT WITH AN EQUAL OPPORTUNITY (EEO) COUNSELOR WITHIN 45 DAYS OF THE DATE OF THE ALLEGED DISCRIMINATORY ACT OR THE EFFECTIVE DATE OF A PERSONNEL ACTION. EMPLOYEES REPRESENTED BY AFGE LOCAL 1486 AND IAFF LOCAL F-191 HAVE THE OPTION OF FILING UNDER THE NEGOTIATED GRIEVANCE PROCEDURES OR AIR FORCE PROCEDURES, BUT NOT BOTH.

DURING THE INITIAL PRE-COMPLAINT (INFORMAL) STAGE, A COMPLAINANT WILL BE REQUIRED TO ELECT HOW INFORMAL RESOLUTION WILL BE ATTEMPTED. INFORMAL RESOLUTION MAY BE ATTEMPTED EITHER THROUGH ALTERNATIVE DISPUTE RESOLUTION (ADR) OR THROUGH TRADITIONAL EEO COUNSELING PROCESSES, IN WHICH, AN EEO COUNSELOR WILL CONDUCT AN INQUIRY INTO THE ALLEGATION(S) AND ATTEMPT TO RESOLVE MATTERS INFORMALLY. DURING THIS PROCESS, A COMPLAINANT MAY CHOOSE TO REMAIN ANONYMOUS. ADDITIONALLY, A COMPLAINANT MAY HAVE REPRESENTATION OF HIS OR HER CHOICE AT ANY STAGE OF THE PROCESS.

IF THE MATTER HAS NOT BEEN RESOLVED WITHIN 30 DAYS FROM THE DATE THE MATTER WAS BROUGHT TO A COUNSELOR'S ATTENTION, THE COMPLAINANT WILL BE NOTIFIED IN WRITING OF A RIGHT TO FILE A FORMAL COMPLAINT OF DISCRIMINATION. THE DISCRIMINATION COMPLAINT PROCESS IS COVERED UNDER DAFI 36-2710 and 29 C.F.R. Section 1614.105. THIS INSTRUCTION OUTLINES PROCEDURES AND TIME FRAMES FOR FILING COMPLAINTS. ADDITIONAL EEO INFORMATION AND REFERENCES CAN BE FOUND AT THE AF EEO WEBPAGE: <http://www.af.mil/EqualOpportunity.aspx>

55 Videmus Omnia View Bldg 500,  
2FI/Rm 2E27 Offutt AFB  
NE 68113-4017 Duty Hours: 0730 –  
1630

Duty Phone: 294-3709  
After Duty Hours: Contact Wing Command Post  
294-3725

**AF Discrimination/Sexual Harassment Hotline: 1-888-231-4058**

Air Force Equal Opportunity Website: <https://www.af.mil/Equal-Opportunity/>

AF Negotiation & Dispute Resolution Website: <http://www.adr.af.mil/>

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Current As Of 18 Feb 2025