



SECRETARY OF THE AIR FORCE
WASHINGTON

APR 4 2011

MEMORANDUM FOR DISTRIBUTION C

SUBJECT: Air Force Equal Opportunity (EO) and Non-Discrimination Policy Memorandum

We are America's Airmen, military and civilian, drawn from all walks of life but bound by common Air Force Core Values and our mission to *fly, fight, and win*...in air, space and cyberspace. When Airmen experience unlawful discrimination, harassment, or reprisal, their ability to excel is diminished, their chances to reach their full potential are jeopardized and, perhaps most significantly, their ability to carry out the Air Force mission is undermined. We must provide every Airman the opportunity to achieve excellence.

Accordingly, Airmen will not unlawfully discriminate against, harass, intimidate or threaten another Airman on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or prior EO activity. Unlawful harassment includes unwelcome 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, or submission to or rejection of such conduct is used as a basis for an employment decision affecting the person. Unlawful harassment also includes creating an intimidating, hostile working environment for another on the basis of race, color, religion, sex, national origin, age, disability, reprisal, or genetic information. Additionally, retaliation against any Airman complaining of unlawful discrimination or unlawful harassment is also a violation of Air Force policy and will not be tolerated.

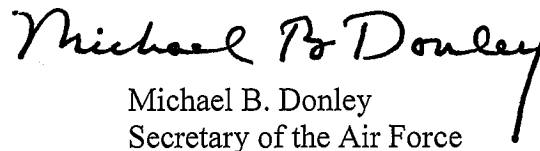
It is the duty of each commander, manager, and supervisor to maintain a workplace free of unlawful discrimination and unlawful harassment; ensure that all Airmen under their supervision are aware of this policy and know they should report violations, without fear of reprisal or retaliation; ensure that complaints are properly investigated; and take appropriate corrective action when a violation is found, including disciplinary action, if warranted. Commanders, managers and supervisors are also encouraged to develop localized supplemental policy guidance to reinforce their support of the Air Force equal opportunity policy and program (consistent with AFD 36-27, *Equal Opportunity* and AFI 36-2706, *Equal Opportunity Program Military and Civilian*).

Civilian employees who believe they have been subjected to unlawful discrimination or unlawful harassment based on race, color, religion, sex, national origin, age, disability, reprisal or genetic information must report it promptly to their supervisor or their local Equal Opportunity office.

Military personnel who believe they have been subjected to unlawful discrimination or unlawful harassment based on race, color, religion, sex, or national origin should attempt resolution at the most appropriate level within the chain of command or supervision. If a superior, military or civilian, is alleged to have engaged in the offending conduct, the report should be made promptly to the next supervisory level or the local Equal Opportunity office.

Reports of unlawful discrimination or unlawful harassment may also be made to the Air Force Discrimination hotline at 1-888-231-4058 or the National Guard Bureau's EO hotline at 703-607-5462 or 1-800-371-0617. The Air Force will protect the confidentiality of Airmen reporting unlawful discrimination and unlawful harassment as required by law. Failure to report, or any undue delay in reporting, may hinder the Air Force's ability to prevent or correct unlawful behavior.

Living up to the principles of Equal Opportunity is integral to our Core Values. I am personally committed to this endeavor and expect the same of each of you.

A handwritten signature in black ink that reads "Michael B. Donley". The signature is written in a cursive style with a long, sweeping tail on the letter "y".

Michael B. Donley
Secretary of the Air Force