



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

YOKOTAABGM36-04

23 Apr 2012

MEMORANDUM FOR ALL YOKOTA AIR BASE PERSONNEL

FROM: 374 AW/CC
Unit 5078
APO AP 96326-5078

SUBJECT: Yokota AB Guidance Memorandum on Equal Opportunity (EO) and Treatment Program Guidance

Releasability: There are no releasability restrictions on this publication

By Order of the Commander, 374th Airlift Wing, this is a Yokota Air Base Guidance Memorandum immediately implementing supplementary guidance towards the Equal Opportunity and Treatment Program. Compliance with this Memorandum is mandatory. To the extent its direction is inconsistent with other Air Force Publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

1. I am strongly committed to ensuring all Team Yokota personnel can perform their duties, have an opportunity to advance, and can participate in all activities free of unlawful discrimination and sexual harassment. The Air Force recognizes race, color, religion, national origin, and sex as protected categories for military members and includes age, mental/physical disabilities, genetic information and reprisal for our civilian employees. My guidance on unlawful discrimination and sexual harassment is simple--Zero Tolerance!
2. I expect commanders, managers, and supervisors at every level to take the lead in preventing and resolving equal opportunity issues by ensuring subordinates are aware that unlawful discrimination and sexual harassment will not be tolerated. In addition, I expect these behaviors to be immediately addressed and personnel protected from reprisal and retaliation. This is not only required by AFI 36-2706, paragraph 1.19.9, but it is also sound leadership and the right thing to do.
3. Also, the use of disparaging terms will not be tolerated. These are written or verbal communications that degrade individuals on the basis of color, national origin, race, religion, and sex. This includes graffiti and the use of inappropriate jokes and comments. What may appear harmless to you has the potential to offend many and has no place in our professional environment.
4. My guidance is straight forward and based on the principles of fairness, dignity, and justice in

the treatment of our most important resource--people. We owe our military, civilians, and Japanese partners an environment that is conducive to mission accomplishment. I am committed to carrying out my responsibilities in upholding these principles and I am holding you to the same standard.

5. The 374 AW/EO Office is the point of contact for your equal opportunity concerns and can be reached at DSN 315-225-9095.

6. This memorandum supersedes the previous policy letter, same subject dated 7 Feb 12.

Ensure all records created as a result of processes prescribed in this Memorandum are maintained in accordance with AF Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

The guidance in this Memorandum becomes void after 180 days have elapsed from the date of this Memorandum, or upon release of an AF publication incorporating the guidance, whichever is earlier.

WILLIAM M. KNIGHT, Colonel, USAF
Commander
374th Airlift Wing