

#### 502d Air Base Wing Equal Opportunity Office Joint Base San Antonio (JBSA) 1701 Kenly Ave. Bldg. 2484, Suite 138N JBSA-Lackland, TX 78236



# Equal Opportunity (EO)

Equal Opportunity is the right of all personnel and applicants for federal employment. Civil rights laws, DoD, Air Force, and Army policies protect active-duty military, federal employees, applicants and other civilians from harassment and discrimination based on race, color, sex (including pregnancy), religion, national origin and harassment (sexual and non-sexual). Civilian employees are additionally protected under the basis of age (40 or older), disability (physical or mental), genetic information, and reprisal (for protected EEO activity). All employment decisions will be made without regard to these factors and will be made fairly and equitably based on merit principles. EEO/MEO efforts are aimed to remove any barriers to employment so that a diverse workforce evolves, and all personnel can participate fully and successfully.

# Who We Service

- Air Force Active-Duty military
- Current and former Air Force Civilian employees (Appropriated & Non-appropriated Fund)
- Current and former Army Civilian employees (Appropriated & Non-appropriated Fund)
- Applicants for Air Force or Army Civilian employment
- Contract employees (in some cases)

### When to Contact US

- You must contact the EO office within **45 calendar days** of an incident or effective date of a personnel action if you are a current or former Federal Civilian or applicant and wish to initiate the EO complaint process.
- You must contact the EO office within **90 calendar days** of an incident/action if you are an Air Force Active-Duty military member and wish to initiate the MEO complaint process.

# After You Contact Us

An EO staff member will conduct an initial interview with you to determine the allegations surrounding your claim(s). The staff member will explain the EEO/MEO complaint process and any other potential options available to you to address your concerns. If you choose to proceed, then we will explain your rights and responsibilities and begin the appropriate process.

# Schedule an Appointment

Please call (210) 671-4284 or email: <u>502abw.eo.Lackland@us.af.mil</u> to schedule an appointment.