



**502d Air Base Wing Equal Opportunity Office**  
**Joint Base San Antonio (JBSA)**  
**2250 Engineer Street, Bldg 4196, JBSA-Fort Sam Houston TX 78234**



## 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 (pregnancy, gender identity, and sexual orientation), religion, national origin and sexual harassment. Civilians are additionally protected from age (over 40), disability (physical or mental), genetic information discrimination and reprisal (for prior 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, Retirees and Dependents
- Current and Former Air Force Civilian Employees (Appropriated and Non-Appropriated Fund)
- Current and Former Army Civilian Employees (Appropriated and Non-Appropriated Fund)
- Applicants for Air Force and 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 a pre-complaint.
- You must contact the EO Office within **60 Calendar days** of an incident/action if you are Air Force Active Duty Military, a Family Member or Retiree and wish to file a formal complaint.

## What Happens After You Call the EO Office

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

## Schedule an Appointment

Please call (210) 221-7798 to schedule an appointment or email: [usaf.jbsa.502-abw.mbx.502-abw-eo@mail.mil](mailto:usaf.jbsa.502-abw.mbx.502-abw-eo@mail.mil).