



**DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND**

11 July 2012

MEMORANDUM FOR SEE DISTRIBUTION

FROM: AETC/CC  
1 F Street, Suite 1  
Randolph AFB TX 78150-4324

SUBJECT: Equal Opportunity and Non-Discrimination Policy Memorandum

1. Secretary Donley's Air Force Equal Opportunity Policy outlines his expectations for leaders regarding Equal Opportunity and non-discrimination. I clearly support his policy and expect leaders at all levels to communicate his policy and mine with every member in this command. Our AETC family is entitled to work in an environment that fosters mutual respect, trust, teamwork, and pride. Unlawful discrimination of any type will not be tolerated.
2. Our people are key to mission success! No mission can succeed without people. An environment that tolerates unlawful discrimination and sexual harassment is not conducive to recruiting, educating, and training our current and future Air Force leaders. Discrimination based on race, color, national origin, religion and sex (including sexual harassment and pregnancy) is illegal; and for civilian employees, it is also illegal to discriminate based on age, disability, or genetic information. Retaliation against a person who opposed discrimination, engaged the complaint process, or was involved in a discrimination investigation or lawsuit is also illegal.
3. AETC must afford everyone the opportunity to achieve his or her maximum potential. Discrimination and sexual harassment are demeaning to our people and disruptive to the mission. I expect commanders, managers, and supervisors at all levels to maintain a workplace free of unlawful discrimination and sexual harassment. You are to promptly investigate allegations of unlawful discrimination, take action to end it, and discipline those who violate or ignore Air Force Equal Opportunity standards. Commanders are required to provide the local EO office with information on any EO issues that occur within their unit(s). Additionally, it is important for leaders to continually assess the equal opportunity and command climate of their units. We must maintain an environment free from unlawful discrimination and sexual harassment by understanding, embracing, and enforcing equal opportunity.
4. I am committed to setting the standard as the "First Command" to epitomize equal opportunity principles and combating discrimination and harassment. I expect the AETC Family to join me in this fight.

  
EDWARD A. RICE, JR.  
General, USAF  
Commander

Attachment:  
SECAF Memorandum, 12 Jun 12

Distribution (listed on next page)

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SECRETARY OF THE AIR FORCE  
WASHINGTON

JUN 12 2012

MEMORANDUM FOR DISTRIBUTION C

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

I am totally committed to ensuring that all Airmen, military and civilian, are treated fairly and with dignity and respect. Commanders, managers, and supervisors at all organizational levels are directly responsible for creating an environment of equal opportunity. Unlawful discrimination and unlawful harassment diminish unit cohesion and morale and ultimately undermine mission readiness.

Our Air Force must recruit and retain the best talent. An environment that tolerates unlawful discrimination or unlawful harassment is not conducive to retaining this talent. 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 creating an intimidating, hostile work environment for another on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or prior EO activity. Unlawful harassment also 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 basing an employment decision on the submission to or rejection of such conduct. Additionally, retaliation against any Airman complaining of unlawful discrimination or unlawful harassment is in violation of Air Force policy and will not be tolerated.

It is the duty of each commander, manager, and supervisor to: (1) maintain a workplace free of unlawful discrimination and unlawful harassment; (2) ensure that all Airmen under their supervision are aware of this policy and know that they should report violations, without fear of reprisal or retaliation; (3) ensure that complaints are properly investigated; and (4) take appropriate corrective action when a violation is found, including disciplinary action, if warranted. Moreover, it is critically important for commanders, managers, and supervisors to conduct, continually assess and be aware of their equal opportunity and command climate.

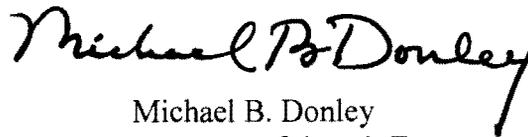
Further, commanders are required to provide the local EO office with information on any EO issues that arise within their units. This notification is important because when our EO professionals are alerted to issues, they can provide insight and expertise to the commander and the unit. I encourage commanders, managers, and supervisors to develop localized supplemental policy guidance to reinforce their support of the Air Force equal opportunity policy and program (consistent with AFPD 36-27, *Equal Opportunity* and AFI 36-2706, *Equal Opportunity Program, Military and Civilian*).

Civilian employees who believe that they have been subjected to unlawful discrimination or unlawful harassment based on race, color, religion, sex, national origin, age, disability, genetic information, or prior EO activity must report it promptly to their supervisor or their local EO 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. If a superior, military or civilian, is alleged to have engaged in the offending conduct, the report should be made promptly to the next level or the local EO 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 to the greatest extent permitted by law. Failure to report, or any undue delay in reporting, may hinder the Air Force's ability to prevent or correct unlawful behavior.

The Air Force's greatest asset is its people. I expect all Airmen to promote the principles of equal opportunity at home and abroad. Living up to these principles 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 large, stylized "M" and "D".

Michael B. Donley  
Secretary of the Air Force