



DEPARTMENT OF THE AIR FORCE  
AIR INTELLIGENCE AGENCY

7 Sep 04

MEMORANDUM FOR ALL HQ AIA STAFF OFFICES

AFIWC/CC                      NASIC/CC/MSC              DET 41/CC/DPC  
DET 1, HQ AIA/CX              DET 2, HQ AIA/CL              JIOC/JO1

FROM: AIA/CC  
2 Hall Blvd Ste 201  
San Antonio TX 78243-7009

SUBJECT: Equal Employment Opportunity (EEO) and Sexual Harassment Policy Letter

1. It is our policy to fully support EEO and provide a work environment where all employees, regardless of race, religion, color, sex, national origin, age or disabling condition, can advance to their highest potential. Equal employment opportunity is concerned with every aspect of employment, including recruitment, hiring, promotion, training, benefits, awards, appraisals and separations. The Affirmative Employment Program was developed to provide a systematic means of identifying barriers to equal employment opportunity, ways of overcoming those barriers, establishing positive objectives and measuring progress in achieving those objectives.
2. It is also our policy to provide a workplace free of sexual harassment for all military members and civilian employees. Sexual harassment is a form of discrimination, which includes unwelcome sexual words or conduct that interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment. Sexual harassment is costly. It creates morale problems, adversely affects productivity, betrays loyalty and impacts mission effectiveness. Individuals who feel they have been sexually harassed by superiors, supervisors, co-workers or peers should make it clear that this behavior is offensive and report the incident to the appropriate supervisory level.
3. All military and civilian supervisors and managers share with me the responsibility of ensuring that equal employment opportunity and sexual harassment policies are a consistent reality in every area of the workplace. Arbitrary discrimination or sexual harassment in any employment practice will not be tolerated. Should it occur, your personal involvement to resolve the issue at the lowest level is expected. Complaints of sexual harassment that cannot be resolved at the appropriate commander/supervisory level, should be referred to the EEO Discrimination Complaints Officer for civilian employees or the Military Equal Opportunity office for military members. Individuals who file complaints will not be subjected to reprisal or retaliation.

  
PAUL J. LEBRAS, Maj Gen, USAF  
Commander