

For Official Use Only

**EQUAL OPPORTUNITY ALLEGATIONS HANDLED WITHIN A UNIT
“COMMANDER-WORKED ISSUES”**

IAW AFI 36-2710, Commanders will provide the EO office information regarding EO issues worked within the unit, to include CDIs. The information will include the specific allegation(s), the complainant(s) and alleged offender(s) demographics (e.g., name, race, Hispanic declaration, sex, rank, and AFSC, DoD ID number), outcome and action taken. The EO office will document the incident in the EO complaint database and file this information in the unit continuity folder.

Purpose: To collect information from commanders, first sergeants, and other levels of the chain of command regarding allegations of unlawful discrimination or sexual harassment brought to their attention by complainants within their unit, who have not sought assistance from their local Equal Opportunity office.

1. Unit:	
2. Date of alleged incident:	
3. Date the issue was presented to unit leadership (CC, CCF, etc.):	
4. Whom did the complainant report the allegations to (Flt Chief, CCF, CC, etc.):	
5. Name/Rank of who conducted investigation:	
6. Were allegations substantiated or unsubstantiated?	
7. Date incident forwarded to GCMCA (only applicable for sexual harassment complaints):	
8. Date resolved:	

9a. For sexual harassment cases ONLY, indicate the type of sexual harassment: (mark all that apply)

- ☐ Verbal
- ☐ Non-Verbal
- ☐ Physical
- ☐ Other: _____

9b. ONLY if the sexual harassment allegations were substantiated, identify the nature of allegation(s): (mark all that apply)

- ☐ Crude/Offensive Behavior: Offensive or embarrassing verbal/nonverbal behaviors of a sexual nature
- ☐ Unwanted Sexual Attention: Unwanted attempts to establish a sexual relationship
- ☐ Sexual Coercion/Quid pro Quo: Instances of special treatment or favoritism conditioned on sexual cooperation
- ☐ Other: _____

10. Category of Unlawful Discrimination Presented to Unit Leadership (mark all that apply):

- ☐ Race
- ☐ Color
- ☐ Religion
- ☐ Sex (Not sexual harassment)
- ☐ National Origin

For Official Use Only

For Official Use Only

11. Relationship of alleged offender to complainant/area of complaint (Select one):

- | | | |
|--|---|--|
| <input type="checkbox"/> Supervisor | <input type="checkbox"/> Military Coworker | <input type="checkbox"/> Other Military Person |
| <input type="checkbox"/> AF DOD/Policy | <input type="checkbox"/> Facility/Location | <input type="checkbox"/> DOD/Civ Employee GS1-12 |
| <input type="checkbox"/> DOD/Civ GS13-15 | <input type="checkbox"/> DOD/Civ Employee-SES | <input type="checkbox"/> Civilian Contractor |

12. During duty hours?: ☐ Yes ☐ No

13. Incident location (Select one):

- | | |
|--|--|
| <input type="checkbox"/> On Base | <input type="checkbox"/> Off Base |
| <input type="checkbox"/> Basic Training | <input type="checkbox"/> During Delayed Entry Program |
| <input type="checkbox"/> State Armory or Reserve Centers | <input type="checkbox"/> During OCS/OTS or Advanced Officer Course |
| <input type="checkbox"/> Deployed Combat/ Imminent Danger Area | <input type="checkbox"/> School, Technical or Advanced Training |
| <input type="checkbox"/> TDY or During Exercise/Alerts | |

14. Demographic information (Fill in all fields):

	Complainant (Do not list multiple complainants)
Name:	
Pay Grade:	
DOD ID #: (Found on the back of the members CAC)	
AFSC:	
Unit:	
Status (AD/Reserve/ANG/DOD Civ):	
Sex:	
Race (see * below):	
Hispanic/Latino (Yes, No, Unknown):	
Student Status (if applicable):	
Branch of Service:	

**Correct Race Categories: American Indian/Alaskan Native; Asian; Black/African American; Hawaiian/Pacific Islander; White; Multi-Racial*

	Alleged Offender(s)
Name:	#1:
	#2:
	#3:
	#4:
	#5:
Pay Grade:	#1:
	#2:
	#3:
	#4:
	#5:
DOD ID #: (Found on the back of the members CAC)	#1:
	#2:
	#3:
	#4:
	#5:

For Official Use Only

For Official Use Only

AFSC:	#1:
	#2:
	#3:
	#4:
	#5:
Unit:	#1:
	#2:
	#3:
	#4:
	#5:
Status (AD/Reserve/ANG/DOD Civ):	#1:
	#2:
	#3:
	#4:
	#5:
Sex:	#1:
	#2:
	#3:
	#4:
	#5:
Race (see * below):	#1:
	#2:
	#3:
	#4:
	#5:
Hispanic/Latino (Yes, No, Unknown):	#1:
	#2:
	#3:
	#4:
	#5:
Student Status (If applicable):	#1:
	#2:
	#3:
	#4:
	#5:
Branch of Service:	#1:
	#2:
	#3:
	#4:
	#5:

*Correct Race Categories: American Indian/Alaskan Native; Asian; Black/African American; Hawaiian/Pacific Islander; White; Multi-Racial

15. Complainant's allegations: *(Note: List allegations separately; be specific and explicit to include exact language utilized and by whom)* Example: Allegation #1: TSgt Jack Sparrow made inappropriate comments of a sexual nature to his subordinate, SSgt Sabrina Jones during a dining out function. SSgt Jones alleged the TSgt Sparrow stated, "I salute to your hotness", "We should hang out," "You're hot", and "What time do you get off?".

For Official Use Only

16. Type of disciplinary/corrective actions taken for substantiated complaints:

Alleged Offender:

#1 #2 #3 #4 #5

Court Martial

Verbal Reprimand

Written Reprimand (LOR)

Written Reprimand/UIF

Written Reprimand/Removal

Art 15

Art 15/Control Roster

Removal from Supervisory/Command Position

Suspension

Referred to Agency Outside of DoD

Discharge In Lieu of Court Martial

Discharge in Lieu of Disciplinary Action

None

Other: _____

17. Other comments applicable to the case (Remedies, management actions, victim assistance):

Commander