



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS OGDEN AIR LOGISTICS CENTER (AFMC)
HILL AIR FORCE BASE, UTAH

22 July 2003

MEMORANDUM FOR OO-ALC MAJOR STAFF OFFICES, 75 ABW STAFF OFFICES,
UNIT COMMANDERS, AND TENANT ORGANIZATIONS

FROM: OO-ALC/CC

SUBJECT: Responsibility for Equal Opportunity and Affirmative Employment

1. Military Equal Opportunity (MEO) for military members and Equal Employment Opportunity (EEO) and the Affirmative Employment Program (AEP) for civilian personnel are fundamental concepts to which I strongly subscribe.
2. MEO is military policy. Accountability for carrying out this policy rests with commanders and supervisors. Discrimination based on race, color, religion, national origin, or sex, and sexual harassment are against basic Air Force principles and will not be tolerated in any form. Commanders, directors, supervisors, and complainants alike are encouraged to fully utilize the resources of the MEO office for assistance in solving these problems.
3. Toward the same purpose, EEO and AEP afford equal opportunity in employment for civilian personnel. Mandated by public law and supported by the highest level of Air Force leadership, they apply to all persons irrespective of race, color, religion, national origin, sex, age, or handicap. The strength and vitality of these programs depend on the full involvement of supervisors at all levels. The Chief EEO Counselor, OO-ALC/CCD, and the EEO staff counselors have been designated to assist all civilian employees and applicants with discrimination concerns. The staff of the Affirmative Employment Branch of the Civilian Personnel Division is available to assist managers in their efforts.
4. The MEO, EEO, and AEP are integral parts of our installation mission. We must support Air Force policy by creating an environment free from discrimination where all employees can perform at their highest potential. It is paramount leaders at all levels fully implement the letter and spirit of these policies and that we lead by example.


KEVIN J. SULLIVAN, Major General, USAF
Commander