



**DEPARTMENT OF THE AIR FORCE  
MINOT AIR FORCE BASE NORTH DAKOTA**

12 July 2023

MEMORANDUM FOR ALL MINOT AFB MILITARY PERSONNEL, CIVILIAN  
EMPLOYEES, AND DEPENDENTS

FROM: CC

SUBJECT: Discrimination & Harassment Grievance Procedures for Minot Public Schools and  
Incident Reporting at Minot Air Force Base (AFB)

References: (a) DoDI 6060.04, 4 December 2019, *Youth Services Policy*  
(b) AFI 34-144, 2 March 2016, *Child and Youth Programs*  
(c) 20 U.S.C. §§1681 – 1688, 2018, *Education Amendments Act of 1972*  
(d) 42 U.S.C. § 2000d et seq, 1980, *Title VI of the Civil Rights Act of 1964*

1. Ensuring quality educational experiences for military connected students is important in enhancing quality of life measures. Per AFI 34-144, paragraphs 2.6.4 and 2.6.5, the Installation Commander will appoint a senior officer as the Military School Advisor or School Liaison Program Manager to advocate for the interest of military families in local school districts. The 5th Mission Support Group is the senior officer at Minot AFB responsible for these duties. Day-to-day management of the program will be handled by the School Liaison Program Manager. This individual will engage with local and state education stakeholders and policymakers on issues to include mental well-being and the safety of students enrolled within local school districts.
2. In accordance with DoDI 6060.04, section 6.1, the School Liaison Program Manager is the primary link between school districts and school level personnel, commanders, and military parents and provides information about federal, state, and local education policies and laws impacting military connected students. Within local school districts, there are processes in place to include discrimination and harassment procedures to ensure the mental well-being, safety, and equitable treatment of students.
3. If there are incidents or concerns pertaining to discrimination and/or maltreatment at Minot Public Schools, complaints can be filed with any district employee or directly to the appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) per Minot Public Schools District Policy. There is an informal and formal discrimination and harassment complaint resolution procedure in board regulation coded AAC-BR1.
4. The Director of Human Resources is the Board Designated Nondiscrimination Coordinator and Lead Title IX Coordinator and can be contacted at 701-857-8772 or [katy.dahl@minot.k12.nd.us](mailto:katy.dahl@minot.k12.nd.us). The additional Title IX Coordinators are Travis Smith

[travis.smith@minot.k12.nd.us](mailto:travis.smith@minot.k12.nd.us) and Amanda Porter [amanda.porter@minot.k12.nd.us](mailto:amanda.porter@minot.k12.nd.us). Lastly, the 504/Title II Coordinator can be contacted at 701-857-4571 or [jim.vitko@minot.k12.nd.us](mailto:jim.vitko@minot.k12.nd.us).

5. The Minot AFB School Liaison Office acts as a Department of the Air Force liaison with local education agencies and Minot AFB leadership to interpret and analyze education concerns of significance that impact the program or installation mission requirements. If there are concerns pertaining to discrimination and harassment, in addition to engaging in the complaint process with Minot Public Schools, Minot AFB military personnel, civilian employees, and dependents can report incidents and concerns to the School Liaison Office. Upon notification, the School Liaison Program Manager will directly report these incidents to 5th Bomb Wing and 91st Missile Wing Command Teams NLT 48 hours from notification.

a. The School Liaison Program Manager will also provide quarterly status updates on resolved and unresolved incidents to the 5th Bomb Wing and 91st Missile Wing.

b. The School Liaison Office will also communicate with military personnel, civilian employees, and dependents resources and support on issues pertaining to discrimination and/or harassment.

6. If there are any further questions concerning Discrimination & Harassment Grievance Procedures for Minot Public Schools and Incident Reporting to Minot AFB, please contact the Minot AFB School Liaison Office at 701-723-1447 or [mafb.school.liaison@us.af.mil](mailto:mafb.school.liaison@us.af.mil).

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