

CEM Code 3F400
 AFSC 3F491, Superintendent
 AFSC 3F471, Craftsman
 AFSC 3F431, Journeyman
 AFSC 3F411, Helper

EQUAL OPPORTUNITY (Changed 31 Oct 19)

1. Specialty Summary. Performs, supervises, and manages equal opportunity (EO) and human relations education (HRE) programs. Conducts administrative functions to support EO programs. Related DoD Occupational Subgroup: 150100.

2. Duties and Responsibilities:

2.1. Plans and conducts organizational assessments. Advises commander and directors on conditions that impact operations and mission effectiveness. Directs semiannual equal opportunity assessment summary. Conducts climate assessments as required. Uses surveys, interviews, focus groups, and other techniques to gather information and identify factors that impact organizational effectiveness and mission readiness. Analyze unit and wing trend data. Performs out and about assessments. Identifies existing and potential equal opportunity and other human relations issues. Emphasizes areas that potentially undermine the installation readiness posture and human relations climate, e.g., demonstrations, dissident, and protest activities. Recommend solutions in resolving EO concerns and improving HR climate.

2.2. Provides advice and consultation to senior leadership and base personnel on EO policies and programs. Serves as authoritative program data source for the installation commander/center commander (Director). Provides information to those seeking EO assistance. Provides referral services as needed to help resolve customer concerns. Ensures all military and civilian are aware of the alternative dispute resolution (ADR) program, benefits, and option to utilize ADR.

2.3. Processes military equal opportunity (MEO) complaints, equal employment opportunity (EEO) complaints, and equal opportunity and treatment incidents (EOTIs). Conduct MEO complaint clarifications and EOTIs. Conduct EEO pre-complaint counseling. Prepare and conduct ADR activities. Initiate and maintain MEO/EEO/EOTI case files.

2.4. Plans and conducts human relations education and EO staff training. Prepares lesson plans and support material for HRE training. Conducts briefings, lectures, group discussions, focus groups, and seminars. Evaluates EO training effectiveness and ensures HRE updates are accomplished. Ensures EO personnel meet initial and refresher training as required.

2.5. Performs administrative functions e.g., preparing reports and correspondence, responding to congressional inquiries, and file plan management. Prepares news media articles. Maintains historical trend data. Coordinate with Affirmative Employment Program Manager (AEPM) on completion of MD-715 report. Complete additional reports as required. Determines EO office resource requirements and manages annual EO budget. Provides oversight on special interest items as dictated by HHQ i.e., sexual harassment reporting.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: laws, principles, policies, and procedures for administering Air Force EO programs; regulations and procedures of other government and civilian agencies administering and providing services to prevent and eliminate equal opportunity/human relations issues; EO education and instruction programs; interviewing and counseling techniques; alternate dispute resolution techniques and preparing and maintaining military and civilian personnel case files and records.

3.2. Education. Completion of college courses in English, social science, psychology, sociology, human resources and behavior, organizational development, and speech are desirable.

3.3. Training. For award of AFSC 3F431, completion of the Defense Equal Opportunity Management Institute (DEOMI), Equal Opportunity Advisor Program (EOAP) or the Equal Opportunity Advisor Reserve Component Course (EOARCC) is mandatory.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 3F471. Qualification in and possession of AFSC 3F431. Also, experience performing or supervising functions such as organizing and administering EO programs and instructing on EO and human relations issues.

3.4.2. 3F491. Qualification in and possession of AFSC 3F471. Also, experience managing equal opportunity programs.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Must complete 15 duty-day observation period with the local EO office (AFRC personnel, 4 UTA's/ANG interview for the position), and have a memorandum/recommendation summarizing observance activities IAW AFI 36-2706, *Equal Opportunity Program, Military and Civilian*.

3.5.1.2. Written recommendation from the unit commander.

3.5.1.3. AF Career Field Manager approval for retraining (not applicable to ANG).

3.5.1.4. Minimum grade E-5 or E-5 select with less than 12 years of total military service. (ANG minimum grade E-5 or E-5 select with no more than 16 years of service). Must be qualified in primary Air Force Specialty Code and possess the appropriate skill level commensurate with grade/rank.

3.5.1.5. Ability to speak distinctly and communicate, both written and verbal, with others.

3.5.1.6. Outstanding appearance, high moral standards, and exceptional military bearing and conduct.

3.5.1.7. See attachment 4 for additional entry requirements.

3.5.2. For entry, award, and retention of AFSCs 3F431/71/91/00:

3.5.2.1. No record of Equal Opportunity issues or violations, substandard performance, emotional instability, personality disorder, or other unresolved mental health problems.

3.5.2.2. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of misconduct or engaging in inappropriate social media posting or activity (i.e., FOUO, Privacy Act, or sensitive information) as defined in AFI 35-107, *Public Web and Social Communication* or documented failures (LOR, or Article 15) to exercise sound judgement with respect to proprietary, privacy, or personal rights of others.

3.5.2.3. Never been convicted by a civilian court of Category 1, 2, or 3 offenses, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 minor traffic violations and similar infractions are not disqualifying. **NOTE:** Categories of offenses are described and listed in AFI 36-2002, *Regular Air Force and Special Category Accession, Uniform Guide List of Typical Offenses*.

3.5.2.4. No record of substance abuse, financial irresponsibility, domestic violence, sexual related offenses, or child abuse.

3.5.2.5. Never been convicted by a general, special, or summary courts-martial.

3.5.2.6. Never received nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) which resulted in either reduction or suspended reduction in grade, or correctional custody.

3.5.2.7. No record of previous failure to graduate from a formal EO training course.

3.5.2.8. If AFSC 3F4X1 was previously withdrawn for any reason, submit complete details to the EO Career Field Manager for review and decision.

3.5.2.2. Must maintain minimum grade of E-5.

3.5.2.3. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.