

**BY ORDER OF THE COMMANDER  
SCOTT AIR FORCE BASE**

**AIR FORCE INSTRUCTION 36-2706**



**SCOTT AIR FORCE BASE  
Supplement**

**30 APRIL 2012**

**Personnel**

**EQUAL OPPORTUNITY PROGRAM  
MILITARY AND CIVILIAN**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Mr. Freddy Hatley)

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AFI36-2706, *Equal Opportunity Program Military And Civilian*, 5 October 2010, is supplemented as follows: This supplement is designed to provide procedural guidance to personnel participating in the special observance programs at Scott Air Force Base. It applies to each observance awareness activity and all individuals assigned to Scott AFB. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command.

15.4. Ethnic/Special Observances. The guidance for the Scott AFB Diversity Days is located in **Attachments 5 and 6**.

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Commander

**Attachment 5 (Added)****SCOTT AFB DIVERSITY DAY PROGRAM (ADDED)****A5.1. (Added) Diversity Day.**

A5.1.1. **(Added)** Observances are designed to enhance cross-cultural awareness and to promote harmony among all military members, their families, and civilian workforce.

A5.1.1.1. **(Added)** Diversity Day will fulfill the DoD mandated observance and include other cultures/groups in our community (reference paragraph 15.4.). **Note:** Diversity Days will not take the place of those special observance months mandated/proclaimed by the President of the United States.

A5.1.1.2. **(Added)** This half day event will consist of events or programs to promote knowledge and familiarity with various cultures, through art displays, food tastings, guest speakers, lectures, feature films and etc. These activities are an extension of the EO education and training objectives. The installation CAIB, with assistance from the EO office, will deploy Diversity Day.

A5.1.1.3. **(Added)** The focus of observances should be directed toward encouraging interaction and not just observation.

**A5.2. (Added) Wing commander will:**

A5.2.1. **(Added)** Establish a Diversity Day annually. Date should be established 6 months prior to the event. For maximum participation, the recommended timeframe for this day is in between 15 June – 15 August.

A5.2.2. **(Added)** Acknowledge Diversity Day as an official function and authorizes members official time to participate on committees and in the activities geared to engage our entire community.

A5.2.3. **(Added)** Appoint officer or civilian equivalent and a SNCO as chair and co-chair. No later than 6 months prior to the event.

A5.2.4. **(Added)** Appoint at a minimum one representative from each of the following offices: EO, JA, PA, CAG, and Public Health to assist chair and co-chair as SMEs.

A5.2.5. **(Added)** Set budget and funding to ensure proper observance.

**A5.3. (Added) Group commanders will:**

A5.3.1. **(Added)** Appoint a minimum of one representative to the committee.

A5.3.2. **(Added)** Ensure personnel desiring to participate on Diversity Day committee are given a reasonable opportunity to do so.

**A5.4. (Added) Tenant Units should:**

A5.4.1. **(Added)** Appoint a minimum of one representative to the committee.

A5.4.2. **(Added)** Ensure personnel desiring to participate on Diversity Day committee are given a reasonable opportunity to do so.

A5.4.3. **(Added)** Acknowledge Diversity Day as an official function and authorizes members official time to participate on committees and in the activities geared to engage our entire community.

**A5.5. (Added) Chair/Co-Chair responsibilities:**

A5.5.1. **(Added)** Planning and execution of Diversity Day. Use **Attachment 6, Diversity Day Coordination Checklist.**

A5.5.2. **(Added)** Maintain a close liaison with the 375 AMW/CC.

A5.5.3. **(Added)** Ensures committee meetings are scheduled and advertised publicly to permit maximum participation/attendance by base community.

A5.5.4. **(Added)** Chair organizational meetings to work out details for program activities, appoint subcommittees, and plan a comprehensive program of educational events/entertainment.

A5.5.5. **(Added)** Prepare a budget estimate for the installation commander's approval prior to committing funds. Budget must be routed through the 375 CPTS and the 375 AMW/JA prior to sending to installation commander.

A5.5.6. **(Added)** Ensure all DoD mandated observances are recognized/represented and encourage other cultures/groups in the community to participate in Diversity Day.

A5.5.7. **(Added)** Ensure coordination of:

A5.5.7.1. **(Added)** Flyers, advertisements and marketing materials.

A5.5.7.2. **(Added)** All forms of reference to audio/visual/public address.

A5.5.8. **(Added)** Establish/update continuity book.

A5.5.9. **(Added)** Complete/coordinate after action report through WG/CC and ensures it is filed in the continuity book.

**A5.6. (Added) Observation Support.**

A5.6.1. **(Added)** The wing commander will appoint a POC to assist the CAIB/EO office with the publicity, education, and cross-cultural awareness of the special observance months mandated/proclaimed by the President of the United States to promote diversity among all military members, their families, and civilian workforce.

## Attachment 6 (Added)

## DIVERSITY DAY COORDINATION CHECKLIST (ADDED)

Table A6.1. Diversity Day Checklist.

Item #	Days Out	Item	Assigned to	Working	Estimated Completion Date	Actual Completion Date
1	140	Contact WG/CCE, schedule meeting with WG/CC. Discuss expectations, desired outcomes, time, place, and budget.				
2	120	Call Wing Protocol at 256-3749, EO at 256-6581. Notify them of event date.				
3	120	Determine POCs for each diverse cultures/groups/subcommittees.				
4	120	Determine budget for the committee. Set next meeting date.				
5	100	Determine local guest speakers/performers (if desired), any costs associated, include bio/speech topics.				
6	90	Determine sequence of events for each group/subcommittee; assign PA rep. Start routing E-SSS.				
7	60	After all event details are firm, schedule follow-up meeting with WG/CC. Note: ask CC when a pre-brief will be required.				
8	45	Start briefing event details at weekly wing stand-up; get with wing execs to get on the schedule one-week prior. Ensure slide is presented.				
9	45	Start advertising events; contact wing PA at 256-4241 for help. Advertise in the Command Post paper, Scott All Bulletin, and Marquee.				
10	45	Start preparing smart card/event brief - get template from protocol; this includes speaker remarks for the host - due 1 week prior to event to protocol org box.				

11	45	Request stage/electrical from CE, public address system from PA. Reserve tents if outside and needed from Outdoor Rec. Request water stations from FSS.				
12	45	Request photographer/videographer.				
13	45	Notify 375 AMW/HO at 256-3128.				
13	30	Appoint emcee(s) and finalize smart cards.				
14	30	Establish reoccurring meetings.				
15	7	Reserve DV parking/signs w/Protocol., if needed				
16	7	Reconfirm photographer/stage/tents/public address system.				
17	1	Dry run/Table top.				
18	1	Ensure all guests have a base pass, if needed.				
19	1	Ensure all reserved parking slots are obtained and that signs are in place for DVs.				
20	15 min	Confirm guests/host has arrived.				
21	+7	Ensure Letters of Appreciation for committee members, speakers, and pertinent sponsors are accomplished. Route for WG/CC signature.				
22	+14	Coordinate after action report to Wing/CC. Include approx # attended, hrs contributed and budget.				
23	+14	Update/return Continuity Binder to Wing/EO Office.				