



DEPARTMENT OF THE AIR FORCE
460TH SPACE WING (AFSPC)

25 September 2018

MEMORANDUM FOR NEWLY ASSIGNED OFFICER/CIVILIAN EMPLOYEES

FROM: 460 SW/EO

SUBJECT: Equal Opportunity (EO) Training

New Hires

1. You are required to attend the mandatory Equal Opportunity First Duty Station Orientation held in building 606, facilitated by the Airmen and Family Readiness Center every third Wednesday of the month from 1430 to 1600.
2. IAW AFI 36-2706, table 14.1, rule 5: "If the individual is a military member or DoD civilian employee on his/her first permanent duty assignment, they must attend the First Duty Station Orientation Briefing within 60 days of arrival." The installation commander is responsible for ensuring you attend this class and failure to attend will result in a no-show letter to your commander/director.
3. The AFI also states, "DoD employees with previous active duty experience who have retired or separated from the Air Force within the past 24 months are exempt from attendance. However, these DoD employees must attend Newcomers Orientation." Please contact the EO office for the next available class date.

Transferred Civilians

4. You are required to attend the mandatory Equal Opportunity Orientation held every third Wednesday of the month from 1430 to 1500 in building 606, facilitated by the Airmen and Family Readiness Center.
5. IAW AFI 36-2706, rule 6: "If the individual is a military member or DoD civilian employee upon a second or subsequent permanent change of station, they must attend the Newcomers Orientation Briefing within 60 days of arrival." The installation commander is responsible for ensuring you attend this class and failure to attend will result in a no-show letter to your commander/director.
6. Congratulations on your new position and welcome to Team Buckley. Please direct all questions to the EO office at 847-6140 or 847-6250.


JESSICA R. SIMPSON, MSgt, USAF
Director, Equal Opportunity

AMERICA'S MISSILE WARNING WING