

**VI. AFFIRMATIVE EMPLOYMENT PROGRAM****15 NOV 02**

(PC Mart Model, “Affirmative Employment Program”)

Source of Authority: AFMAN 36-203

EEOC-MD-713 and EEOC-MD-714

Local CPF Affirmative Employment Plan (AEP)

This guidance is established to ensure proper procedures and responsibilities are identified, developed, and adhered to. This guidance should be used in conjunction with AFMAN 36-203 and the CPF local Affirmative Employment Plan (AEP).

	<b>ROLES AND RESPONSIBILITIES</b>	<b>CPF/ MGT</b>	<b>AFPC</b>
<b>1.</b>	Implements and manages the Affirmative Employment EEO Program. Implements EEOC guidance	X	
<b>2.</b>	Supports management's EEO requirements; e.g., policy letter, EEO committee, etc.	X	
<b>3.</b>	Ensures an AE focal point is appointed to develop and administer the AE plan. Ensures staffing efforts are supportive of EEO goals, publicizes program, provides training for AE program personnel, and supervises and reports on progress in meeting program objectives, etc.	X	
<b>4.</b>	Performs Affirmative Employment program operations	X	
<b>5.</b>	Notifies AFPC of need to adjust fill strategies necessary to meet AE Program objectives	X	
<b>6.</b>	Provides referral and selection data to CPF, to include minority data		X
<b>7.</b>	Provides feedback to CPF (e.g., applicant pools, barriers to employment, etc.) and offers alternatives to CPF		X
<b>8.</b>	Implements adjustments to meet objectives; e.g., restructure jobs, targeted recruitment, etc. (*Management involvement as applicable)	X	X*
<b>9.</b>	Provides additional data to CPF		X
<b>10.</b>	Provides EEO products to CPF		X