

377th Air Base Wing

Operates and maintains the Air Force's 6th largest installation, two munitions maintenance and storage complexes, and a USAF/VA joint medical facility, as well as providing worldwide expeditionary combat support and base operating support to over 100 associate units.



U.S. AIR FORCE



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Kirtland Air Force Base
Albuquerque, New Mexico



New Horizons for Affirmative Employment

Seven Task Forces for Change

Our Affirmative Employment Vision:

- Unbiased personnel actions
- A discrimination-free work environment
- No employment barriers
- All employees' talents fully utilized
- A culturally diverse work force

- Ensure all personnel actions are free of discrimination.
- Achieve a discrimination-free work environment, characterized by an atmosphere of inclusion and free and open competition for employment opportunities.
- Identify and eliminate employment barriers that inhibit free and open work place competition.
- Fully utilize all workers' talents, without regard to race, color, religion, national origin, sex, or disability.
- Employ a work force that reflects the rich cultural diversity of New Mexico and our great nation.

Kirtland Air Force Base's Affirmative Employment Program Plan (AEPP) Goals

Seven Task Forces, Dozens of Volunteers...Helping Make Kirtland Air Force Base a Great Place to

1. Higher Education

- Partnering with institutions of higher learning to create an environment in which students can explore the wide variety of job opportunities at Kirtland.
- Individual liaisons to eight post-secondary education institutions:
 - Albuquerque TVI
 - College of Santa Fe
 - New Mexico State University
 - New Mexico Highlands University
 - New Mexico Tech University
 - Southwestern Indian Polytechnic Institute
 - University of New Mexico
 - University of Texas at El Paso
- Liaisons help each graduate link to the needs of America's Air Force to attract highly qualified people for Federal jobs.
- Through personal visits and student tours, providing career counselors and students with information to attract and recruit graduates into public service.

2. Public Schools

- Contributing now to better safety, education, and discipline in the Highland Cluster, our neighbors in Albuquerque, by fostering collaboration between parents and administrators.
- Participating with Del Norte and Highland High Schools to help their "Pathways to Careers" efforts...for every profession and vocation, we ensure students know there are public sector job opportunities at Kirtland and are better prepared for them.
- Aiding guidance counselors in helping students find and apply for Federal jobs.
- Presenting weekly strategic learning classes to 9th graders at Highland and Del Norte High Schools, including how to beat test anxiety, improve memorization, note-taking, and stress management.
- Planning academic year 2004-2005 career fairs, targeted tutoring, joint community

service, intern-like opportunities, and instructor field trips.

3. Recruiting and Selection

- Rigorous, impartial hiring based on robust recruiting and innovative use of staffing authorities, including Defense Career Intern and Developmental Opportunity Programs.
- Working in the local community by "training-the-trainer" at 26 community centers, ensuring those interested know how to apply for Federal jobs
- Tripled the size of the summer hire program, adding bi-weekly seminars to enhance individual employability...some already converting to Federal employment.
- All high-grade selections are subject to rigorous review, including interview panels and observation by the Special Assistant for Affirmative Employment Programs.
- Non-competitive selections in the 377th Air Base Wing are prohibited, except for very limited circumstances, such as upgrading of a student position after successful completion of an intern program.

4. Mentoring & Development

- Beta testing "mission driving mentoring" for our current work force, our valued employees of today.
- Executed the first semi-annual career fair focused specifically on how to help employees reach their fullest potential...over 300 attended.
- Establishing a chapter of the Federal Managers Association.

5. Disability Employment

- Worked with the New Mexico Commission for the Blind to implement student temporary experience program (STEP) for blind students.
- Teaming with the New Mexico Division of Vocational Rehabilitation to establish a work-study training program.

- Working with the Veterans Administration to establish all of Kirtland as an approved work-study site for veterans, providing them with experience and references to facilitate future permanent employment.
- Partnering with Goodwill Industries and the Community Outreach Program for the Deaf on work-study programs.

6. Minority Organizations

- Cooperating with local minority organizations...through collaborative efforts, helped over 3,600 learn how to apply for Federal jobs.
- Working through New Mexico Math, Engineering & Science Achievement (MESA), reached out to schools state-wide, providing 37 judges at New Mexico jamboree competition, as well as tours and briefings to students and top MESA officials to introduce them to Kirtland.

7. Special Emphasis Programs

- Helping leaders at all levels understand diversity is a mission requirement.
- Adding better training, recognition programs, and performance bonuses to recruiting efforts for new special emphasis program managers.

OPENING NEW DOORS

- Community outreach meetings – each quarter, we discuss our efforts, challenges, and results with community leaders and Congressional staffers.
- Business Expo co-sponsored with Albuquerque Hispano Chamber of Commerce and NOMAR – over 240 attendees networked in environment where commerce facilitated job creation.
- Hispanic Association of Colleges and Universities -- 3 summer interns with one already converting to Federal status.
- Hispanic Round Table participant.