Equal Opportunity Facility. FAC: 6100

CATCODE: 610911
OPR: AF/A1M
OCR: N/A
Updated: 23 AUG 2024 (Date approved from HAF)

1.1. **Description.** The Equal Opportunity Facility supports the Department of the Air Force Equal Opportunity Program (AFI 36-2710, *Equal Opportunity (EO) Program*).

1.2. **Requirements Determination.** Each installation requires an Equal Opportunity Facility. The facility should be in an area on the installation where all personnel have easy access, through their own private entryway with controlled foot traffic to provide as much anonymity as possible. Also, the EO offices should not be located near Command Team/Commander's office areas. When feasible, the EO and Sexual Assault Prevention and Response (SAPR) Program offices should be in close proximity to each other.

1.3. **Scope Determination.** Provide all EO counselors with private offices for consultations or personal interviews and space for normal office operations. The facility will also have private consultation meeting areas for counseling, mediation, and discussions to resolve EO cases. In addition, the facility will have conference room and classroom space for Equal Opportunity and Human Relations Education training requirements. Conference rooms and classrooms to have room dividers used for concurrent instruction. Other conference room/classroom uses include training, committee meetings, councils, and associated forums involved in EO work. Conference room/classroom space should accommodate "state of the art" audio-visual equipment. Also, ensure adequate space for use of audio-visual aids and experimental training exercises. All personnel visiting the EO office should have easy access, to include access for disabled persons (e.g., elevators, ramps, lift equipment, alternate accessible locations). Offices will be located in an area on the installation which does not dissuade individuals from accessing EO programs or services (e.g., Command Team/Commander's office).

1.3.1 For each authorized EO position that performs counseling services, provide a private office space. All other authorized EO staff to be accommodated in open office space. See **Table 1.1**.

1.4. **Design Considerations.** The facility requires special consideration to provide features that promote accomplishment of program objectives. The interior design should create an environment that has a non-institutional character. This involves providing an environment that visitors perceive as non-threatening and one that encourages free access and expression. Counseling rooms require floor-to-ceiling walls to ensure privacy. Also, sound proofing is necessary between administrative offices and consultation areas.

Table 1.1. Authorized Spaces for Equal Opportunity Facility.

Offices/Functions	**Office Type** See FC-6, CG-61 Admin Overview Tables 3.1/3.2	
	m^2	ft^2
Private Offices		
EO Director, Deputy EO Director, and EO Counselors	D	

Open Offices		
All other EO staff	F	
Special Purpose Spaces		
Administrative supply storage, unit/organization files, safes, copiers, scanners, printers, facsimile machines, shredders, shelter-in-place kits, mail rooms, and lactation support rooms (8 SF per workspace)	See FC-6, CG-61 Admin Overview Tables 4	
Break Room (3 SF per full time staff)	See FC-6, CG-61 Admin Overview Tables 4	
Conference Room/Classroom (25 persons at 30 SF each) [1]	69.6	750
Mediation/Caucus Room (10 persons at 15 SF each)	13.9	150
Discussion Room(s) [2]	5.9	64
Waiting Area (6 seats/visitors)	1.9	20
NOTES: 1. See FC-6 CG-61 Admin Overview Table 1.4 2. One (1) discussion room per 10 organizational personnel. No more than four (4) discussion rooms are authorized per installation.		