



DEPARTMENT OF THE AIR FORCE  
WASHINGTON, DC



OFFICE OF THE SECRETARY

19 May 2022

MEMORANDUM FOR MAJCOM/FLDCOM CHIEF DIVERSITY AND INCLUSION OFFICERS

FROM: SAF/DI  
1670 Air Force Pentagon  
Washington DC 20330-1670

SUBJECT: Diversity & Inclusion Self-Assessment Checklist Guidance

I am excited to announce the Diversity & Inclusion Self-Assessment Checklist (SAC), titled “AFI 36-7001 Diversity and Inclusion”, was published in the Management Internal Controls Toolset (MICT) on 20 May 2022. MAJCOM/FLDCOM Chief Diversity and Inclusion Officers (CDIOs) are expected to serve as the Functional Area Managers (FAMs) at their level for this SAC with respect to assessing their subordinate wings and to coordinate with their command Inspector General’s Office for appropriate access and training.

While questions 2, 7, and 19 are targeted for MAJCOM/FLDCOM CDIO level, the SAC is intended for use at all levels. The use of locally developed checklists should be minimized. This will ensure consistency of reporting standards and support aggregate level reporting at the enterprise level. The SAC is aligned to the current, published instructions within AFI 36-7001 and will be revised as guidance and policy is further updated. This SAC is focused on topics deemed as ‘critical areas’ and is not all inclusive of requirements laid out in AFI 36-7001. Feedback collected through this process will be used to further shape the revised DAFI so we encourage robust and comprehensive responses.

I have special interest in those areas where you feel higher headquarters’ guidance is absent or insufficient. Consequently, I strongly encourage feedback and submission of best practices that could be implemented as standards across the Department. If there are areas better suited to locally tailored solution sets, we welcome the perspective.

My points of contacts for this effort are Maj John McCormick, john.mccormick.12@us.af.mil, and MSgt Megan Stanislaus, megan.stanislaus@us.af.mil.

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