

## MISSOURI ANG ENLISTED VACANCY ANNOUNCEMENT

### POINT OF CONTACT:

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### POSITION, TITLE, LOCATION

Traditional Guardsman (Part-time)  
Equal Opportunity Practitioner  
Rosecrans ANGB, St. Joseph MO

### NUMBER OF POSITIONS

1

### OPENING DATE:

April 6, 2025

### CLOSING DATE:

August 3, 2025

### AREA OF CONSIDERATION:

Current members of the Missouri Air National Guard.

### DUTIES:

Air Force EO strives to accomplish its mission by promoting an environment free from personal, social, or institutional barriers that could prevent Air Force members from rising to their highest potential. Air Force policies are in place to ensure the organizations conduct their affairs free from unlawful discrimination and sexual harassment. The policies also provide for equal employment opportunity and treatment for all civilians irrespective of their race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), age, genetic information, disability, or prior EEO activity (reprisal). In the military EO context, the policies provide for equal opportunity and treatment for all members based on their race, color, sex (including pregnancy), national origin, religion, gender identity, or sexual orientation. EO Practitioner will perform the following functions: advise commanders on Equal Opportunity issues, conducts outreach efforts, ensure prompt processing of MEO complaints, conducts required EO trainings, and conducts or assists in investigating equal opportunity and treatment incidents (EOTIs).

### \*QUALIFICATIONS:

- Must be a United States Citizen
- Minimum grade promotable to E-5
- Must be willing to complete a 4 RSD observation period with the EO director
- Ability to speak distinctly and communicate, both written and verbal, with others.
- Outstanding appearance, high moral standards, and exceptional military bearing and conduct.
- No convictions for alcohol, financial or behavioral related incidents, or law violations other than traffic

### EVALUATION PROCESS:

*Complete* applications must be received by COB on closing date.

### COMPLETE APPLICATIONS INCLUDE:

- Current RIP (within the last 6 months)
- Last EPB
- MyFitness Report (or equivalent fitness report)
- Cover letter and Resume
- Written Recommendation from Unit Commander

\*See EO AFECD for additional requirements

Scan and email application packet to [stephan.kollitz@us.af.mil](mailto:stephan.kollitz@us.af.mil)

CEM Code 3F400  
 AFSC 3F491, Superintendent  
 AFSC 3F471, Craftsman  
 AFSC 3F431, Journeyman  
 AFSC 3F411, Helper

## EQUAL OPPORTUNITY

(Changed 30 Apr 25)

1. ★ **Specialty Summary.** Implements, supervises, and manages all aspects of the Department of the Air Force (DAF) Equal Opportunity (EO) Program which implements both the military equal opportunity (MEO) program and civilian equal employment opportunity (EEO) complaint program. Conducts administrative functions to support the DAF EO program. Related DoD Occupational Subgroup: 150100.

### 2. Duties and Responsibilities:

2.1. ★ Serves as a subject matter expert and advisor to commanders (and civilian equivalents) and other stakeholders in implementing DAFI 36-2710, Equal Opportunity Program, and applicable laws, regulations, executive orders, directives, and DoD and DAF policies that affect the DAF EO Program. Advises appropriate level commanders (and civilian equivalents) on EO-related issues that could negatively affect an Airman's or Guardian's behavior, health and wellness, duty performance, or mission readiness, ensuring appropriate and timely intervention as needed.

2.2. ★ Manages the budget, manpower, and resources for their respective installation EO offices. Ensures that all requirements with legal implications are priority funded before everything else.

2.3. ★ Maintains and safeguards all EEO and MEO complaint documentation to ensure compliance with the Privacy Act of 1974, the Freedom of Information Act, and other applicable laws and regulations.

2.4. ★ Complies with data calls, requests for information, and other-directed tasks to support statutory and policy reporting requirements, congressional inquiries, audits and reviews, and DoD and DAF senior leader inquiries within the DAF EO Program purview.

2.5. ★ Conducts EO outreach efforts (e.g., Out and Abouts), observations, focus groups, interviews, and other activities on EO-related matters. Promotes the DAF EO Program to senior leaders and all Airmen and Guardians (military and civilian) and ensuring the installation workforce receives adequate information on the availability of EEO and MEO complaint programs and to qualified trained EO practitioners.

2.6. ★ Ensures prompt and thorough processing of EEO and MEO complaints while ensuring that reasonable effort is made to resolve complaints at the lowest possible level at the earliest possible time in accordance with applicable laws, regulations, and policies. This includes ensuring appropriate coordination, documentation, and notification of all EEO and MEO complaint processing activities are conducted by EO office and EO practitioners.

2.7. ★ Participates on the installation Community Action Team (CAT), Community Action Board (CAB), and serves as an EO liaison on working groups, advisory councils, integrated product teams, and other forums to represent the EO Program and ensuring the EO perspective is integrated into broader initiatives.

2.8. ★ Collaborates with the integrated primary prevention workforce and other CAT members to support integrated prevention plans and activities where issues and topics are within the DAF EO purview.

2.9. ★ Conducts all required EO trainings using standardized DAF EO training materials (e.g., curricula, lesson plans, etc.).

2.10. ★ Conducts or assists in equal opportunity and treatment incidents (EOTI), installation equal opportunity assessment summaries (IEOAS), institutional discrimination allegations, Management Internal Control Toolset (MICT) Self-Assessment Checklists (SAC), EEOC 462 Report, and other requirements.

2.11. ★ Enters into and ensures all EEO and MEO complaint data is accurately entered into the [Department of] the Air Force Equal Opportunity Network (AF EONet) system within three duty days of receipt, meeting established timelines while maintaining data integrity. This includes ensuring all data are accurate, complete, thorough, up-to-date, timely, and appropriately formatted to comply with laws, regulations, and policies. Ensures NDR Program, and other relevant DAF EO activities (e.g., general assistance, contacts, referrals) data is maintained and updated in the AF EONet.

2.12. ★ Advocates for and makes available the Negotiated Dispute Resolution (NDR) Program to Airmen and Guardians (military and civilians) for alternative dispute resolution (ADR). If serving as a NDR Program Manager or in coordination with the NDR Program Manager or NDR practitioner, acts to resolve disputes and provides NDR Program services in per DAFI 51-1201, Negotiation and Dispute Resolution Program.

2.13. ★ Advises military and civilian complainants and aggrieved individuals on the EO complaint processes and NDR Program and makes appropriate referrals in an effort to seek a reasonable resolution of all complaint matters at the lowest possible level at the earliest possible time.

2.14. ★ For additional guidance on the roles and responsibilities in executing EO duties, please refer to DAFI 36-2710, Equal Opportunity Program.

### 3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of laws, principles, policies, and procedures for administering Air Force EO programs; regulations and procedures of other government and civilian agencies administering and providing services to prevent and eliminate equal

opportunity/human relations issues; EO education and instruction programs; interviewing and counseling techniques; alternate dispute resolution techniques and preparing and maintaining military and civilian personnel case files and records.

3.2. **Education.** Completion of college courses in English, social science, psychology, sociology, human resources and behavior, organizational development, and speech are desirable.

3.3. **★ Training.** For award of AFSC 3F431, completion of the initial skills training courses: Defense Equal Opportunity Management Institute (DEMOI) Equal Opportunity Advisor Course, DEOMI Equal Employment Opportunity (EEO) Mediation Course, and DEMOI EEO Professional 'Entry' Course are Mandatory.

3.4. **Experience.** The following experience is mandatory for award of the AFSC indicated:

3.4.1. 3F471. Qualification in and possession of AFSC 3F431. Also, experience performing or supervising functions such as organizing and administering EO programs and instructing on EO and human relations issues.

3.4.2. Upon serving three years in AFSC 3F471, apply for SEI 1ZX.

3.4.3. 3F491. Qualification in and possession of AFSC 3F471. Also, experience managing equal opportunity programs. Also, completion of the DEOMI EEO Professional 'Intermediate' Course and the DEOMI EEO Professional 'Advanced' Course (N/A for ARC personnel).

3.5. **Other.** The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. **★** Must complete 15 duty-day observation period with the local EO office Note: (The ANG will complete interviews with EO directors, to include verifying references, and complete 4 RSD/UTA observation period). IAW DAFI 36-2710, *Equal Opportunity Program*.

3.5.1.2. Written recommendation from the unit commander.

3.5.1.3. AF Career Field Manager approval for retraining (not applicable to AFR; ANG Career Field Manager for ANG personnel and EO Program Manager for AFRC personnel).

3.5.1.4. Minimum grade E-5 or E-5 select with less than 12 years of total military service. (ANG minimum grade E-5 or E-5 select with no more than 16 years of service). Must be qualified in primary Air Force Specialty Code and possess the appropriate skill level commensurate with grade/rank.

3.5.1.5. Ability to speak distinctly and communicate, both written and verbal, with others.

3.5.1.6. Outstanding appearance, high moral standards, and exceptional military bearing and conduct.

3.5.1.7. See attachment 4 for additional entry requirements.

3.5.2. For entry, award, and retention of AFSCs 3F431/71/91/00:

3.5.2.1. **★** No record of substantiated equal opportunity issues or violations, substandard performance, or significant record of emotional instability, personality disorder, or other unresolved mental health concerns that may result in the impairment of the EO duty function or risk to the mission.

3.5.2.2. **★** No non-judicial punishment or administrative action (Article 15, Letter of Reprimand (LOR), Letter of Admonishment (LOA), Letter of Counseling (LOC), or Record of Individual Counseling) based on sexual assault, sexual harassment, physical abuse, or unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates or peers.

3.5.2.3. **★** No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of misconduct or engaging in inappropriate social media posting or activity (i.e., CUI, Privacy Act, or sensitive information) as defined in AFI 35-101, Public Affairs Operations, or documented failures (LOR, or Article 15) to exercise sound judgement with respect to proprietary, privacy, or personal rights of others.

3.5.2.4. **★** No convictions by a civilian court except for minor traffic violations and similar infractions listed in AFI 36-2002, Enlisted Accessions.

3.5.2.5. No record of substance abuse, financial irresponsibility, domestic violence, sexual related offenses, or child abuse.

3.5.2.6. **★** No convictions by court martial.

3.5.2.7. **★** No record of nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) which resulted in either reduction or suspended reduction in grade, or correctional custody.

3.5.2.8. No record of previous failure to graduate from a formal EO training course.

3.5.2.9. **★** If AFSC 3F4X1 was previously withdrawn for any reason and if the member requests reinstatement, submit complete details to the EO Career Field Manager for review and decision IAW DAFMAN 36-2100

3.5.2.10. Must maintain minimum grade of E-5.

3.5.2.11. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.