

MISSOURI ANG OFFICER VACANCY ANNOUNCEMENT

POINT OF CONTACT:

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POSITION, TITLE, RANK, LOCATION

Traditional Guardsman (Part-time)
Equal Opportunity (3F471)
MSgt
Whiteman AFB, MO 131 BW

NUMBER OF POSITIONS:

1

OPENING DATE:

13 Oct 2023

CLOSING DATE:

Open Until Filled

AREA OF CONSIDERATION: Nationwide, any AFSC, minimum grade: E-5 with no more than 16 years of service

DUTIES:

2.1. Plans and conducts organizational assessments. Advises commander and directors on conditions that impact operations and mission effectiveness. Directs semiannual equal opportunity assessment summary. Conducts climate assessments as required. Uses surveys, interviews, focus groups, and other techniques to gather information and identify factors that impact organizational effectiveness and mission readiness. Analyze unit and wing trend data. Performs out and about assessments. Identifies existing and potential equal opportunity and other human relations issues. Emphasizes areas that potentially undermine the installation readiness posture and human relations climate, e.g., demonstrations, dissident, and protest activities. Recommend solutions in resolving EO concerns and improving HR climate.

2.2. Provides advice and consultation to senior leadership and base personnel on EO policies and programs. Serves as authoritative program data source for the installation commander/center commander (Director). Provides information to those seeking EO assistance. Provides referral services as needed to help resolve customer concerns. Ensures all military and civilian are aware of the Negotiation Dispute Resolution (NDR) program, benefits, and option to utilize NDR.

2.3. Processes military equal opportunity (MEO) complaints, equal employment opportunity (EEO) complaints, and equal opportunity and treatment incidents (EOTIs). Conduct MEO complaint clarifications and EOTIs. Conduct EEO pre-complaint counseling. Prepare and conduct NDR activities. Initiate and maintain EO case files. EEO complaint processing not applicable to Air Reserve Component (ARC).

2.4. Plans and conducts human relations education and EO staff training. Prepares lesson plans and support material for HRE training. Conducts briefings, lectures, group discussions, focus groups, and seminars. Evaluates EO training effectiveness and ensures HRE updates are accomplished. Ensures EO personnel meet initial and refresher training as required.

2.5. Performs administrative functions e.g., preparing reports and correspondence, responding to congressional inquiries, and file plan management. Prepares news media articles. Maintains historical trend data. Coordinate with Affirmative Employment Program Manager (AEPM) on completion of MD-715 report. Complete additional reports as required. Determines EO office resource requirements and manages annual EO budget. Provides oversight on special interest items as dictated by HHQ i.e., sexual harassment reporting.

QUALIFICATIONS:

- 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.
- Must complete 15 duty-day observation period with the local EO office (AFRC personnel, 4 RSD's/ANG interview for the position), and have a memorandum/ recommendation summarizing observance activities IAW AFI 36-2706, Equal Opportunity Program, Military and Civilian.
- Must be qualified in primary Air Force Specialty Code and possess the appropriate skill level commensurate with grade/rank.
- Ability to speak distinctly and communicate, both written and verbal, with others.
- Outstanding appearance, high moral standards, and exceptional military bearing and conduct.
- For award of AFSC 3F431, completion of the Defense Equal Opportunity Management Institute (DEOMI), Equal Opportunity Advisor Program (EOAP) or the Equal Opportunity Advisor Reserve Component Course (EOARCC) is mandatory.

EVALUATION PROCESS: **Complete** applications must be received by COB on closing date; screening and candidate selection will be on-going throughout open period. Applicants selected as potential candidates for the position will be required to meet a board; depending on volume of qualified candidates, telephone screening interviews may be conducted. Selectee will be assigned to compatible military position in the 131BW at Whiteman AFB.. If selectee does not possess the 3F4 AFSC, then they are required to attend technical school.

APPLICATION MUST CONTAIN:

- 1)
 - Resume
 - Last 3 EPRs
 - Written recommendation from unit commander
 - Record Review RIP from vMPF (Current within 30 Days)
 - Current & Passing Fitness Assessment from myFitness
- Scan and email complete package in One-Single File PDF to johnny.cox.3@us.af.mil .