



*** MILITARY VACANCY ANNOUNCEMENT ***

Enlisted PVA #: 23-002

Post Date: 18 Jan 23

UNIT: 173d Fighter Wing, CMD section

VACANCY: Equal Opportunity, SSgt - MSgt

AFSC 3F4X1

CLOSE OUT: Open Until Filled

AREAS OF CONSIDERATION: Drill Status Guardsmen (DSG), this is a cross training opportunity

HOW TO APPLY: Application package will consist of items listed below. Forward or e-mail complete packages to SMSgt Christine Longfield, 211 Arnold Ave Ste.11, Klamath Falls, OR 97603; christine.longfield.1@us.af.mil, Comm 541-885-6302, DSN 830-6302

Application package will consist of the following:

- a) Resume detailing your experience, military and civilian education, and availability
- b) Military biography
- c) MFR from member's Unit Commander, stating member would be allowed to transfer if selected
- d) Current vMPF Records Review RIP and Consolidated Data Brief (CDB)
- e) Copy of current Physical Fitness Assessment with a passing score

QUALIFICATIONS: AFSC: 3F471. (Member must hold at least a 5-skill level in any AFSC for entry into the 3F471).

- a) Must complete 15 duty-day observation period with the local EO office (AFRC personnel, 4 UTA's/ANG interview for the position), and have a memorandum/recommendation summarizing observance activities IAW AFI 36-2706, Equal Opportunity Program, Military and Civilian.
- b) No record of Equal Opportunity issues or violations, substandard performance, emotional instability, personality disorder, or other unresolved mental health problems.
- c) 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. FOUO, Privacy Act, or sensitive information) as defined in AFI 35-107, Public Web and Social Communication or documented failures (LOR, or Article 15) to exercise sound judgement with respect to proprietary, privacy, or personal rights of others.

SUMMARY OF DUTIES: 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.

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 alternative dispute resolution (ADR) program, benefits, and option to utilize ADR.

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 ADR activities. Initiate and maintain MEO/EEO/EOTI case files.

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.

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.

TRAINING: If member does not possess AFSC 3F4X1, 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.

REQUEST THE WIDEST DISSEMINATION OF THIS ANNOUNCEMENT TO ALL PERSONEL VIA UTA BULLETINS, COMMANDERS CALL, E-MAIL, ETC.