



# MILITARY VACANCY ANNOUNCEMENT



**ANNOUNCEMENT NUMBER:** K3 MVA 25-023

<b>Open Date:</b>	15-Sep-2025	<b>Close Date:</b>	31-Aug-2026
<b>Unit:</b>	142nd WG/EO		
<b>Position Title:</b>	Equal Opportunity Practitioner		
<b>AFSCs:</b>	3F4X1		
<b>Grade:</b>	E5-E7		
<b>Status:</b>	<b>Drill-Status Guardsman</b>		
<b>Cross-Train:</b>	Yes		

## Who May Apply:

Current on-board members of the Oregon Air National Guard  
Members eligible to join the Oregon Air National Guard

## How to Apply:

Application package will consist of a resume detailing your experience, military and civilian education, recommendation letter from unit commander, a record review RIP (from vMPF) w/in 60 days, Official Air Force Biography w/o picture, and a copy of current Physical Fitness Assessment.

## Email Packages to:

Maj Ketchum: [amber.ketchum.4@us.af.mil](mailto:amber.ketchum.4@us.af.mil)

## DUTIES AND RESPONSIBILITIES

Plans, organizes, and directs EO and HRE activities. Develops EO and other related HRE programs. Enhances the Air Force (AF) mission by promoting an environment of equity, dignity and respect through positive human relations and teamwork. Provides advice, consultation, education, alternative dispute resolution (ADR), and referral services to commanders and supervisors to help enhance mission effectiveness. Coordinates with staff agencies to support EO programs and policies. Advises military and civilian personnel on EO responsibilities, policies, and programs. Provides information to those seeking EO assistance. Serves as an authoritative program data source for the installation commander/center commander (director). Uses personal interviews, focus groups, surveys, and other techniques to provide information and guidance on preventing or eliminating conditions which have the potential to negatively impact mission readiness. Performs administrative functions including but not restricted to preparing reports, analyzing statistics, and initiating and maintaining EO case files. Conducts complaint clarifications on military EO complaints and incidents (cont.)

Identifies existing and potential equal opportunity and other human relations issues. Advises and assists commanders, directors, supervisors, and personnel with possible solutions in resolving EO concerns. Prepares news media articles and maintains historical data files. Prepares lesson plans and support material for HRE. Conducts briefings, lectures, group discussions, focus groups, and seminars to improve an organization's human relations climate. Evaluates EO education program activities, and coordinates scheduling of installation HRE. Identifies and obtains support from installation and civilian referral resources. Provides oversight on special interest items as dictated by higher headquarters, e.g., sexual harassment reporting, human relations incidents, dissident and protest activities. Assists commanders and directors to resolve conditions that impact operations and mission effectiveness. Emphasizes areas that potentially undermine the installation's readiness posture and human relations climate, i.e., demonstrations, dissident and protest activities. Focuses on identifying and preventing actual and potential complaints and incidents.

For entry into this specialty:

Must complete an interview with EO director, to include verifying references, and complete 4 RSD/UTA observation period

Written recommendation from the unit commander.

Minimum grade E-5 or E-5 select with no more than 16 years of total military service.

Must be qualified in a primary Air Force Specialty Code and possess the appropriate skill level commensurate with grade/rank (minimum 5-skill level).

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

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

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

Completion of the Defense Equal Opportunity Management Institute (DEOMI), Equal Opportunity Advisor Program (EOAP) or the Equal Opportunity Advisor Reserve Component Course (3-level).

No record of Equal Opportunity issues or violations, substandard performance, emotional instability, personality disorder, or other unresolved mental health problems.

No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of misconduct or engaging in an 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 and peers, leadership or customers.

Never been convicted by a civilian court of Category 1, 2, or 3 offenses, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 minor traffic violations and similar infractions are not disqualifying.

NOTE: Categories of offenses are described and listed in AFI 36-2002, Regular Air Force and Special Category Accession, Uniform Guide List of Typical Offenses.

No record of substance abuse, financial irresponsibility, domestic violence, or child abuse. Never been convicted by a general, special, or summary courts-martial.

Never received nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) which resulted in either reduction or suspended reduction in grade, or correctional custody.

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

Must maintain minimum grade of E-5.

Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1