

Equal Opportunity NCOIC (SSgt-MSgt) Announcement

113th Wing, District of Columbia Air National Guard

Military Vacancy Announcement

Opening Date: 10 January 2024

Closing Date: Open Until Filled

Position Title and Rank: Equal Opportunity NCOIC (3FX41), SSgt-MSgt

Requirements (ref. DAFI 36-2710 8.2.2):

- Applicant must meet all criteria to join the D.C. Air National Guard
- ASVAB - Administrative: 41 OR General: 44
- Retraining applicants must possess strong interpersonal communication skills and wish to serve in the Equal Opportunity Career Field to meet the needs of the Air Force and the Air Force Equal Opportunity Program.
- All retraining applicants will undergo a 4 RSD observation period conducted and documented by the Installation Equal Opportunity Director utilizing the AFPC/EO Operations Retraining Requirements Checklist to evaluate the retraining applicant's suitability for the career field.
- Ability to speak distinctly and communicate, both written and verbal, with others.
- Outstanding appearance, high moral standards, and exceptional military bearing and conduct.

Instructions for Applying:

Submit the following to the 113 WSA/CSS at 113WG.113WGStaffCSS.Org@us.af.mil

- Resume
- Personnel RIP from vMPF
- Letter of Intent
- Commander Endorsement Letter
- Copy of last two EPR/EPB's
- Copy of current and passing physical fitness results

Description of Duties and Responsibilities:

- Advise complainants and aggrieved individuals of complaint processes and the Alternative Dispute Resolution Program to resolve complaints and make the appropriate referrals in an effort to seek a reasonable resolution of all complaint matters at the lowest possible level at the earliest possible time. Assist complainants/aggrieved individuals with determining the basis for complaints, framing claims, and clarifying any ambiguities. Conduct a limited inquiry for civilian complaints during the informal complaint process for the purpose of furnishing information for settlement efforts. Provide guidance, general assistance, and referrals for non-equal opportunity issues.
- Notify commanders of situations involving unlawful discrimination or harassment when no military complaint is filed and notify commanders of complaints filed against members of the commander's unit. Ensure data entered and updated in the Air Force Equal Opportunity

Information Technology System for civilian equal employment opportunities, military equal employment complaints, and Alternative Dispute Resolution Programs are complete, accurate, and timely.

- Serve as subject matter experts for Commander Directed Investigations and other investigations for complaints within equal opportunity purview.