

## **Equal Opportunity NCOIC (MSgt) Announcement**

### **113th Wing, District of Columbia Air National Guard**

## **Military Vacancy Announcement**

Complete application package must be emailed to SMSgt Brandon Diggs at [brandon.diggs.1@us.af.mil](mailto:brandon.diggs.1@us.af.mil).

**Opening Date:** 16 August 2023

**Closing Date:** Open Until Filled

**Interview Date / Time:** TBA

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

### **Requirements:**

- ASVAB - Administrative: 41 OR General: 44
- 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.
- 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.
- 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 SMSgt Brandon Diggs at [brandon.diggs.1@us.af.mil](mailto:brandon.diggs.1@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:**

- 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. Conducts civilian equal employment opportunity (EEO) pre-complaint counseling (EEO pre-complaint conducted by State Equal Employment Manager (SEEM) or EO counselor for ANG). 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. Directs the assessment of the installation human relations climate on a semi-annual basis (annual basis for ANG). Conducts climate assessments 120 days after a commander assumes command and annually thereafter. 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. Determines EO office resource requirements and manages annual EO budgets.
- 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.

#### **Specialty Qualifications for a 3F4X1:**

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