

FLORIDA AIR NATIONAL GUARD
STATEWIDE DRILL STATUS VACANCY ANNOUNCEMENT

125th Fighter Wing
Equal Opportunity Vacancy

AMENDED

AFSC REQUIREMENT: Open to any AFSC.

RANK/GRADE REQUIREMENT: Open statewide to all **E5-E7** currently serving in the FLANG.

POSITION STATUS INFORMATION: This is a Drill Status Guardsman position ONLY. The 125th FW does not have resources to onboard a full-time Civil Service Technician (T32), a One Time Occasional Tour, or an AGR full-time in this position.

TOUR LENGTH: N/A

DUTY LOCATION: 125th Fighter Wing, Jacksonville, FL

POSTING DATE: 16 October 2023

CLOSING DATE: **15 December 2023 (Updated)**

SECURITY CLEARANCE: Must have and maintain a Secret security clearance.

POSITION DESCRIPTION

Plans and conducts organizational assessments. Advises commander and directors on conditions that impact operations and mission effectiveness. Directs semiannual equal opportunity assessment summary. Uses surveys, interviews, focus groups, and other techniques to gather information and identify factors that impact organizational effectiveness and mission readiness. 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. Provides information to those seeking EO assistance. Provides referral services as needed to help resolve customer concerns. Ensures all military personnel 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. Initiate and maintain MEO 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. Determines EO office resource requirements and manages annual EO budget.

SPECIALTY QUALIFICATIONS

Knowledge is mandatory of: laws, principles, policies, and procedures for administering Air Force EO programs; regulations and procedures of other government 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 personnel case files and records.

Education/Training. Completion of college courses in English, social science, psychology, sociology, human resources and behavior, organizational development, and speech are desirable. **MUST ATTEND:** Equal Opportunity Advisor (EOA) Course in FY2024. Phase I (Distributed Learning) is 15 Apr-12 Jul 2023 and Phase II (In-person) is 28 Jul-6 Sep 2023 at DEOMI, Patrick SFB, FL.

APPLICATION PROCEDURES

Interested candidates must submit the following documents in ONE SINGLE PDF package.

1. Detailed resume of military and/or civilian work and educational experience
2. Official AF Bio
3. Current vMPF Report of Individual Personnel (RIP)/Records Review, dated within the last 30 days
4. Current Individual Fitness Report from myFitness
5. Last 3 EPRs/EBPs (Provide a memorandum for record if any are missing)
6. Letter(s) of Recommendation (Optional)

Complete applications must be received by close of business **15 December 2023** to be eligible for consideration. Failure to provide all required documentation will result in elimination from further consideration. Please combine your package into one (1) single .pdf file. Other types of file formats may not be converted for viewing.

Submit applications to EO Org Box E-Mail: 125FW.EO.ALL@us.af.mil

For more information contact: Maj Brooke Cobbin at brooke.cobbin@us.af.mil

The Florida Air National Guard is an equal opportunity employer. Applicants will be selected for appointment through a quality-oriented method of assessment which includes, but is not limited to, factors such as education, physical standards, experience, potential, motivation, and moral qualifications.