

EQUAL OPPORTUNITY VACANCY ANNOUNCEMENT

NEW YORK AIR NATIONAL GUARD
106th RESCUE WING
F.S. Gabreski Airport
150 Old Riverhead Road
Westhampton Beach, NY 11978-1201

ANNOUNCEMENT #: FY 24-03

POSTING DATE: 3 Nov 2023

CLOSING DATE: 4 Dec 2023

UNIT: 106th Rescue Wing

AFSC: 3F471

POSITION TITLE:
Equal Opportunity

AREA OF CONSIDERATION:
Nationwide. All DSG & Technician's E-6 (promotable to E-7), E-7

SPECIALTY SUMMARY (As outlined in AFECD & DAFI 36-2710)

Performs, supervises, and manages equal opportunity (EO) and human relations education (HRE) programs. Conducts administrative functions to support EO programs. Related DoD Occupational Subgroup: 150100.

QUALIFICATIONS AND SELECTION FACTORS

QUALIFICATION: Must be qualified in primary AFSC and possess the appropriate skill level commensurate with grad/rank. Ability to speak distinctly and communicate, both written and verbal, with others. Outstanding appearance, high moral standards, and exceptional military bearing and conduct. Training. For award of AFSC 3F431, completion of the initial skills training courses: it is mandatory for ARC personnel to attend DEOMI Equal Opportunity Advisor Reserve Components Course and the DEOMI Equal Employment Opportunity Mediation Course

SELECTION: Candidates will meet a board for selection. Interviews will be conducted for eligible candidates.

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.

DUTIES AND RESPONSIBILITIES:

1. 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.
2. 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 Negotiation Dispute Resolution (NDR) program, benefits, and option to utilize NDR.
3. 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 NDR activities. Initiate and maintain EO case files. EEO complaint processing not applicable to Air Reserve Component (ARC).
4. 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.
5. 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.
6. Performs duties and responsibilities as outlined in DAFI 36-2710

OTHER QUALIFICATIONS:

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

No record of unresolved 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 DAFI 36-2909, Air Force Professional Relationships and Conduct 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.

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

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, sexual related offenses, 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.

Must complete an observation period with the local EO office for 4 Unit Training Assembly Days (UTA)/ANG interview for the position and have a memorandum/recommendation summarizing observance activities IAW DAFI 36-2710, Equal Opportunity Program.

Written recommendation from unit commander

APPLICATION PROCEDURES:

*Packages must be received no later than close of business on vacancy announcement closing date. Applicants will prepare and email their application package in one (1) PDF Portfolio with titled naming convention as follows VXXX-XX LAST FIRST (ex. VA23-01 SMITH JOHN) to include all the following:

- Resume
- vMPF Records Review (RIP)
- Official Military Biography
- Last three (3) EPR's or EPB
- myFitness Report
- Written recommendation from the unit commander
- Letter of Recommendation (Limited to 3)

APPLICATION SUBMISSION:

Please email all applications to:

edward.rittberg.1@us.af.mil

Applicants will receive a confirmation email upon submission

*Packages will **NOT** be accepted if they are not in one PDF portfolio with all required documents prior to submission

Any questions or concerns please contact CMSgt Edward Rittberg 631-723-7484/edward.rittberg.1@us.af.mil