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| **Position Title** | Equal Opportunity Officer | **Announcement #** | A24-12 |
| **Unit/AFSC** | 109th AW/ Any AFSC | **Opening Date** | 7 March 2024 |
| **Minimum Grade** | O-3 | **Closing Date** | Until Filled |
| **Maximum Grade** | O-4 | **Area of Consideration** | NATIONWIDE |
|  | | **Selecting Official** | Col Robert Donaldson |

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| **Specialty Summary**  *As outlined in AFOCD dated 31 October 2023*  Define, develop, shape, sustain, and deliver mission-ready Airmen across the Total Force. Responsibilities include defining Air Force Manpower and Organization Requirements, managing Human Resources, managing and providing Education and Training Requirements, regenerating Airmen, feeding Airmen, developing Human Capital Strategies, applying Laws and Policies, compensating Airmen, providing Force Readiness and Quality of Service Programs, and serves as senior staff advisor to commanders. Related DoD Occupational Group: 150000, 156000, 157000, 270200, 270300, 271400, 280500. |
| **Duties and Responsibilities**  Provides assistance and guidance regarding policy issues to AFPC/EO, MAJCOM Strategic advisors, and installation/center level EO offices. Analyzes trend data, identifies problem areas and advises EO offices, through the MAJCOM strategic advisor, on corrective and preventive actions on EO matters. Provides oversight of the EO complaint systems, evaluates its effectiveness, and takes corrective action or initiates program improvements as needed. Ensures Air force personnel are aware of and have access to EO complaint program resources. Ensures AFPC/EO periodically assess the EO program by conducting Staff Assistance Visits at installation/center level EO offices utilizing the Air force Standardized EO Compliance Inspection Checklist. Provides guidance and training to subordinate Air Force activities on the EO complaint system. Serves as the AF representative to Defense Equal Opportunity Management Institute (DEOMI) and serves as AF executive Agent to ensure ample funding is allocated to DEOMI to perform its mission. Convenes annual EO Worldwide Functional Training Workshops and attends conferences and other professional forums addressing EO issues, and determines the Air Force representation at these events. Oversees all functional training and enlisted retraining quotas for DEOMI and approves all retraining requests. Coordinates with the Deputy General counsel for Dispute Resolution to develop alternative dispute resolution policy, guidance training, and funding pursuant to AFPD 51-12. Exercises overall responsibility for managing the EO and Human Relations Education programs, formulates and manages mandatory HRE and training programs mandatory for pre-commissioning programs, initial entry training, all levels of professional military education, and General Officer/Senior executive Service and will include comprehensive material on unlawful discrimination/sexual harassment, complaint processing, legal implications, reprisal prevention and detection, climate assessment methodologies, and EO systems. |
| **EDUCATION:**  Bachelor’s Degree |
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| **Application Procedures**  All applicants will prepare and forward the following no later than close of business on closing date by email:   |  | | --- | | **Current/Prior Military** | | Resume | | Cover Letter | | Military Biography | | Last 3 EPRs | | vMPF RIP | | Physical Fitness Report | | AFOQT Scores |   **Complete application package must be emailed no later than close of business on the closing date of the vacancy announcement. Incomplete packages will not be considered.**  **Applications must be submitted as 1 PDF document\*, portfolios will NOT be accepted**  *\*Documents that are digitally signed will have to be “Printed to PDF” to combine*  **Please email applications to**: jesse.endres@us.af.mil |