



TRADITIONAL GUARD VACANCY ANNOUNCEMENT

175th Wing Military Equal Opportunity Practitioner

CLOSING DATE: COB, 31 May 2024

UNIT: 175th Wing AFSC: Any AFSC AUTH GRADE: SrA (promotable) - TSgt

AREA OF CONSIDERATION: This is a traditional Enlisted position open to current Maryland Air National Guard enlisted members.

MINIMUM QUALIFICATIONS: High School Degree, prior AFSC.

MANDATORY SCHOOL: Upon selection, completion of the Defense Equal Opportunity Management Institute course is mandatory.

POSITION DESCRIPTION: This profession within the military (Air Force specialty code) is not an entry level position and must be filled by a more senior and experienced professional. You must be able to thoroughly understand the complexities that can occur within Military Equal Opportunity (MEO) and Human Relations Education (HRE).

In the military, there is no room for discrimination for anything other than someone's performance. Regardless of race, gender, or religion, an equal opportunity for those in the military is the goal for the 3F4X1 - Military Equal Opportunity specialty code holder. Not only is equal opportunity an issue to be dealt with seriously, but human relations between all members of the Department of Defense will be free from any type of harassment. These are important qualities of a successful work force.

This topic is so important, the military created the following specialty code to be responsible for the training and counseling of fellow members to be fully aware of workplace fairness and equality - free of harassment.

DUTIES AND RESPONSIBILITIES:

- Plans, organizes, and directs MEO and HRE activities.
- Develops EOT and other related education programs.
- Promotes an environment where individuals are treated with dignity and worth regardless of race, color, religion, national origin, or sex.
- Provides advice, consultation, education, mediation, and referral services to enhance mission effectiveness.
- Coordinates with staff agencies to support MEO programs and policies.
- Advises personnel on MEO responsibilities, policies, and programs. Provides information to those seeking assistance.
- Serves as an authoritative program data source for the installation commander.
- Uses interviews, surveys, and other techniques to provide information and guidance on preventing or eliminating conditions which negatively impact mission effectiveness.
- Performs administrative functions including but not restricted to preparing reports, analyzing program statistics, and initiating and maintaining case files.
- Clarifies MEO complaints.
- Identifies existing and potential equal opportunity and other human relations issues.
- Advises and assists commanders, supervisors, and personnel with possible solutions in resolving MEO concerns.
- Prepares news media articles and maintains historical data files.
- Prepares lesson plans and support material for HRE.

For additional information, please call TSgt Tracey Massengill at 240-563-2708

- Conducts briefings, lectures, group discussions, and seminars to improve an organization's human relations climate.
- Evaluates education program activities, and coordinates scheduling of base HRE.
- Provides mediation, coordinates, and monitors the Affirmative Action program.
- Identifies and obtains support from base and civilian referral resources.
- Provides oversight on special interest items as dictated by higher headquarters, e.g., sexual harassment, dissident, and protest.
- Determines resource requirements and manages annual MEO budgets.
- Assists commanders to resolve conditions that impact operations and mission effectiveness.
- Emphasizes areas that potentially undermine the base's readiness posture and human relations environment, i.e., demonstrations, dissident and protest activities.
- Focuses on identifying and preventing actual and potential complaints and incidents.

EDUCATION: For entry into this specialty, completion of high school with courses in social science, psychology, sociology, human resources and behavior, organizational development, and speech are desirable.

KNOWLEDGE: Knowledge is mandatory of principles, policies, and procedures for administering Air Force MEO programs; regulations and procedures of other government and civilian agencies administering and providing services to prevent and eliminate social problems; MEO education and instruction programs; interviewing and counseling techniques; and preparing and maintaining military personnel case files and records.

PREREQUISITES:

1. Prior qualification in any AFSC at the 5-skill level or higher (or 3-skill level if no 5-skill level exists).
2. Ability to speak distinctly and communicate well with others.
3. No record of disciplinary action or financial irresponsibility.
4. Outstanding appearance, high moral standards, and exceptional military bearing and conduct.
5. No previous record of having failed to graduate from a formal EO training course.
6. If AFSC 3F4X1 was previously withdrawn, submit complete details to HQ AFPC/DPSFS for review and approval.
7. Must be a current enlisted member of the Maryland National Guard

APPLICATION PROCEDURES:

Non-Commissioned applicants will prepare and forward the following documents:

- Cover Letter and Resume (*include title of position applying for*)
- RIP or vMPF print out
- Copies of three most recent fitness scores
- Last 2 EPRs

Submit resume to

EMAIL completed applications to 175wg.eo.eo@us.af.mil, NLT: 2359 hrs, 07 May 2024.

Incomplete applications will not be considered.