

MARYLAND ARMY NATIONAL GUARD

VACANCY ANNOUNCEMENT

OPENING DATE: 20 September 2023 CLOSING DATE: Until Filled

POSITION TITLE: Equal Opportunity Manager PARA/LIN: 101 / 07 AOC/SSI/FA/MOS: 01A

HIGHEST GRADE AUTHORIZED: MAJ (O-4) BRANCH: IMMATERIAL

ORGANIZATION & LOCATION: Joint Forces Headquarters
Fifth Regiment Armory
29th Division Street
Baltimore, MD 21201

WHO MAY APPLY: Open to traditional officers of the Maryland Army National Guard, and those eligible for membership in the Maryland Army National Guard, in the grades of CPT (O-3) or MAJ (O-4).

DESCRIPTION OF DUTIES: Assists in the management of the State EO complaints processing system. Tracks the status of formal discrimination complaints in progress. Participates in meetings with Army commander and staff, and State Equal Employment Manager to initiate and coordinate programs to better the climate of the Maryland Army National Guard. Addresses groups regarding EO policies, practices, and goals in the National Guard. Solicits community support in assisting the Guard to eliminate the underrepresentation of minority groups.

Plan and coordinate equal opportunity leader courses to train new EO leaders for Maryland National Guard units. Provide training to supervisors on preventing or remedying discrimination and may provide counseling to employees who feel they may have discrimination complaints. Maintain, update, and provide EO training to support commanders' yearly EO requirements throughout the state. Maintain state equal opportunity leaders roster. Regularly collects and compiles statistical data, using the data as a basis for extrapolating recommendations on courses of action. Disseminate news and information concerning the MDARNG EO program. Performs all other duties as assigned.

REQUIRED EXPERIENCE: Administrative, professional, investigative, technical or other type of experience which demonstrates the ability to meet and deal effectively with persons of different ages, races, and economic and educational backgrounds; to collect and assemble pertinent facts, and to prepare clear and concise written reports.

REQUIRED QUALIFICATIONS: Must be in the grade of CPT (O-3) or MAJ (O-4) and a member of the Maryland Army National Guard or eligible to become a member by the start of OTOT orders. Must hold a security clearance of Secret or higher, preferably completed Company Command, CCC, and Battalion Staff time. Applicants must have a valid state driver's license with no more than 4 points on their driving record and be able to operate military vehicles and equipment organic to the office.

SPECIAL INFORMATION

Position is not gender restricted. Assignment limitations of NGR 600-100 apply.

APPLICATION PROCEDURES

Forward the documents listed below to:
JFHQ Personnel Office
COL David Magness
G1/DCSPER
email: mdarngmdaypositionsubmission@army.mil
Email Subject line " State Military Equal Opportunity Manager Application"

1. Officer Record Brief (ORB)- NO DA Photos
2. Military Resume (Biographical Summary) in accordance with format in Appendix H NGR 600-100
3. Last three OERs
4. One page summary of why the applicant wants to be the Bilateral Affairs Officer and how they prepared for the board.
5. Additional documentation will be required if selected, for the AGR OTOT packet due to NGB.

All applications will be screened without regard to ethnicity, religion, gender, or national origin. Selection will be made based on military education, skills, and individual experience.

Questions concerning this position vacancy announcement should be directed to: