

OHIO ANG ENLISTED VACANCY ANNOUNCEMENT

UNIT OF ASSIGNMENT: 178th Wing 178th Wing, Springfield ANGB, OH	ANNOUNCEMENT #: 178-2022-2001 SELECTING OFFICIAL: Col Kent A. Kazmaier
Position Point of Contact (POC): SMSgt Elizabeth A. Wilcoxon, Admin Superintendent Elizabeth.wilcoxon@us.af.mil DSN: 346-2161 COMM: 937-327-2161	
POSITION INFORMATION: Equal Opportunity 0820844	NUMBER OF POSITIONS: 1
OPENING DATE: 14 July 2022	CLOSING DATE: Until Filled
MIN ELIGIBLE MILITARY GRADE: None	MAX ELIGIBLE MILITARY GRADE: MSgt
MOS/AFSCs WHICH ARE COMPATIBLE TO THIS POSITION: 3F471	
AREA OF CONSIDERATION: Open to current members of the Ohio ANG	
For FSS Use Only: ETP Approval Date: <div style="text-align: center;"><input type="checkbox"/> N/A</div>	

DUTIES:

Incumbent serves as the Equal Opportunity Assistant and provides technical and administrative support for the EEO Manager and specialist(s). Incumbent plans, executes, and provides a variety of internal management services and provides a variety of assistance and guidance to the command and servicing activities. Incumbent coordinates, performs, and participates with other staff members to accomplish technical and administrative work supporting the Affirmative Employment Program, Special Emphasis Programs, Complaints Processing Program, Alternative Dispute Resolution Program, and the EEO Training Program. Extracts information from studies, collects and prepares data for segments of a variety of monthly and quarterly EEO reports. Researches regulations, Executive Orders, precedent setting cases, standard library references, and summarizes information in narrative form for use by EEO specialist or manager. Conducts analysis of workforce characteristics, utilization of employees by age, race, sex, religion, national origin, disability, and other bases. Analyzes organizational policies, practices, and structures. Presents training classes such as Prevention of Sexual Harassment (POSH), New Member training, Role of the Counselor training, etc.

EVALUATION PROCESS:

Evaluation will be based on the information provided and meeting a selection board, date to be determined.

APPLICATION MUST CONTAIN:

OHANG Form 2, *Application for E6 and Above Vacancy*

Air Force Fitness Management System (AFFMS) Report with passing score (available via AF Portal)
Individual Medical Readiness (IMR) Report (available via AF Portal from ASIMS)
vMPF RIP
OHANG Form 4, *OHANG Eligibility Checklist for Enlisted Promotions*
Resume
Most Recent Enlisted Performance Report (EPR's)
Military Biography

MANDATORY REQUIREMENTS:

Must be a fully qualified 3F4X1
Clearance: SECRET

APPLICATION MAY CONTAIN:

Additional Options here (Cover Letter, Letters of Recommendation, etc.)

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will receive consideration for position vacancies without regard to age, race, color, religion, sex, national origin, lawful political or their affiliations, marital status, membership or non-membership in an employee organization, or to any handicap which does not interfere with accomplishment of position requirements.

APPLICATION SUBMISSION:

Applications may be submitted to the position POC, SMSgt Elizabeth Wilcoxon, via email at elizabeth.wilcoxon@us.af.mil

OR via hard copy to the following mailing address:

MAILING ADDRESS:

178 WG: ATTN: SMSGT ELIZABETH WILCOXON
5319 Regula Ave
Springfield, OH 45502

APPLICATIONS MUST BE RECEIVED BY 1630 ON THE CLOSING DATE

Successful applicant will be assigned to compatible military position in an appropriate unit of assignment in the Ohio Air National Guard as shown above. If enlisted, this position is being announced in accordance with AFI 36-2110_OHANGSUP, 18 November 2020.

The organization is responsible for designating a unit POC for application submissions, selecting board members, scheduling interviews, submitting the board's recommendation to the selecting official, and

notification of selection/non-selection. The position POC is required to complete the OHANG Form 3, E-6 to E-9 Selection Board form to Recruiting Office Manager within 30 days of selection.