

## OHIO ANG ENLISTED VACANCY ANNOUNCEMENT

<b>UNIT OF ASSIGNMENT, POINT OF CONTACT AND PHONE NUMBER:</b> Unit 179 AW Location Mansfield, Ohio	<b>ANNOUNCEMENT NO:</b> 179-2019-062 <b>SELECTING OFFICIAL:</b> Col Kenneth Kmetz
<b>Position Point of Contact (POC):</b> Capt Raymond Bibb Raymond.e.bibb.mil@mail.mil Phone (DSN 696-6570 & Comm 419-520-6570)	<b>FSS POC:</b> MSgt Efrem Swoope Efrem.swoope.mil@mail.mil Phone (DSN 696-6207 & Comm 419-520-6207)
<b>POSITION, TITLE, STATUS</b> Equal Opportunity Advisor Drill Status/Traditional Guardsman	<b>NUMBER OF POSITIONS:</b> 1
<b>OPENING DATE:</b> 14 Sep 2019	<b>CLOSING DATE:</b> until filled
<b>MIN MILITARY GRADE:</b> E-5	<b>MAX MILITARY GRADE:</b> MSgt
<b>MOS/AFSCs WHICH ARE COMPATIBLE TO THIS POSITION:</b> 3F4X1	
<b>AREA OF CONSIDERATION:</b> Open to all applicants eligible to become members of the Ohio ANG	
<b>For FSS Use Only: ETP Approval Date:</b> <a href="#">Click here to enter a date.</a> <input type="checkbox"/> n/a	

### DUTIES:

Plans, organizes, and directs EO and HRE activities. Develops EO and other related HRE programs. Promotes an environment that enhances the AF mission through an inclusive corporate culture that promotes positive human relations and teamwork in an environment of equity, dignity and respect. Provides advice, consultation, education, alternative dispute resolution (ADR), and referral services to enhance mission effectiveness. Coordinates with staff agencies to support EO programs and policies.

Advises personnel on EO responsibilities, policies, and programs. Provides information to those seeking assistance. Serves as an authoritative program data source for the installation commander/center commander (director). Uses personal interviews, focus groups, 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 Military EO complaints and incidents. Conducts civilian equal employment opportunity (EEO) pre-complaint counseling. Identifies existing and potential equal opportunity and other human relations issues. Advises and assists commanders, directors, supervisors, and personnel with possible solutions in resolving EO concerns. Prepares and writes news media articles and maintains historical data files. Prepares lesson plans and support material for HRE. Conducts and instructs classes, briefings, lectures, group discussions, and seminars to improve an organization's human relations climate. Evaluates education program activities, and coordinates scheduling of installation HRE. Directs the assessment of the installation human relations climate semi-annually through the Human Relations Climate Assessment Subcommittee (HRCAS). Conducts unit climate assessments (UCA) every two years or upon a commander's request. Identifies and obtains support from installation and civilian referral resources. Provides oversight on special interest items as dictated by higher headquarters, e.g., sexual harassment reporting, human relations incidents, dissident and protest activities. Determines EO office resource requirements and manages annual EO budgets.

Assists commanders and directors to resolve conditions that impact operations and mission effectiveness. Emphasizes areas that potentially undermine the installation's readiness posture and human relations

environment, i.e., demonstrations, dissident and protest activities. Analyze and advise on unit environment and morale. Focuses on identifying and preventing actual and potential complaints and incidents.

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**EVALUATION PROCESS:**

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

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**MANDATORY REQUIREMENTS:**

Qualified applicants must be at least a SSgt and hold a five skill level.

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**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*

**Written recommendation from the unit commander**

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**APPLICATION MAY CONTAIN:**

Resume, Letters of recommendation, ect.

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**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.

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**APPLICATION SUBMISSION:**

Applications may be submitted to the FSS POC via email at [efrem.swoope.mil@mail.mil](mailto:efrem.swoope.mil@mail.mil) or via hard copy to the following mailing address:

**MAILING ADDRESS:**

179 AW/FSS, ATTN: MSgt Efreem Swoope  
1947 Harrington Memorial Rd  
Mansfield, Ohio, 44903

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**APPLICATIONS MUST BE RECEIVED BY 1630 ON THE CLOSING DATE**

Successful application 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 ANGI 36-2101 OHANG Supplement, 15 February 2016, and is a Traditional Guardsman (part-time) employment opportunity. If officer, this position is being announced in accordance with OHPD-011, *Ohio Air National Guard Officer Assignments Policy*, 24 April 2015, and is a Traditional Guardsman (part-time) employment opportunity.

The position POC is responsible for selecting the board members, scheduling interviews, submitting the board's recommendation to the commander, and notification of the commander's selection/non-selection. The position POC is required to complete and return this form and the OHANG Form 3, E-6 to E-9 Selection Board form to the Recruiting Office Manager (ROM) within 30 days of selection.

**All OHANG Forms are available electronically at:**

<https://eis.ang.af.mil/org/121ARW/GSU/JFHQ-OH/HQregulations/Pages/default.aspx>

HRO subsite