

**POST ON BULLETIN BOARD  
DRILL STATUS GUARDSMAN  
POSITION VACANCY ANNOUNCEMENT  
141st AIR REFUELING WING  
WASHINGTON AIR NATIONAL GUARD  
DSG ANNOUNCEMENT # FY-25-01-013**

<b>WASHINGTON AIR NATIONAL GUARD</b>	<b>OPENING DATE:</b>	<b>CLOSING DATE:</b>	<b>POSITION NUMBER:</b>
141st Air Refueling Wing HQ 5 W Bong Street Fairchild AFB WA 99011	21 January 2025	14 March 2025	1142531
<b>POSITION TITLE, GRADE, AFSC, FACILITY:</b>			
Equal Opportunity Journeyman, MSgt, 3F471			
<b>MINIMUM REQUIREMENTS FOR CONSIDERATION:</b>			
Current minimum grade of E5; Holds a 5-Level in the Washington Air National Guard. Current passing fitness assessment. Any AFSC can apply.			
<b>AREA OF CONSIDERATION:</b>			
Current members of the 141 <sup>st</sup> Air Refueling Wing			
*This is not intended as a Full-Time employment opportunity.			
<b>WORKING CONDITIONS:</b>			
Work completed in an office environment. Need to display courtesy to both internal and external customers.			
<b>SUMMARY OF DUTIES:</b>			
<ul style="list-style-type: none"> <li>• Promotes an environment where individuals are treated with dignity and respect regardless of race, color, religion, sex, national origin, age, and physical or mental disability. Provide advice, consultation, education, alternative dispute resolution (ADR), and referral services to enhance mission effectiveness.</li> <li>• Coordinate with staff agencies to support EO programs and policies.</li> <li>• Advise personnel on EO responsibilities, policies, and programs. Provide information to those seeking assistance. Serve as an authoritative program data source for the installation commander/center director.</li> <li>• Clarify military EO complaints and incidents. Conducts civilian equal employment opportunity (EEO) pre-complaint counseling and assists with the formal complaint process. Identify existing and potential EO and other HR issues. Advises and assists commanders, directors, supervisors, and base personnel with possible solutions in resolving EO concerns. NOTE: ANG EO personnel will assist the State Equal Employment Manager (SEEM) on EEO issues.</li> <li>• Conduct unit and installation human relations climate assessments. Uses surveys, interviews, analyzes trends, and makes use of other techniques to provide information and guidance on preventing or eliminating adverse conditions that have the potential to impact mission effectiveness.</li> <li>• Collects, analyzes and utilizes affirmative employment data in support of Air Force equal opportunity programs.</li> <li>• Perform administrative functions including but not restricted to preparing news media articles, preparing reports, analyzing program statistics, and initiating and maintaining case files.</li> <li>• Plans, organizes, and directs EO and HRE activities. Develop EO and other related human relations education (HRE) programs. Prepare lesson plans and support material for HRE.</li> <li>• Conduct briefings, lectures, group discussions, and seminars to improve an organization's human relations climate. Evaluate education program activities, and coordinate scheduling of installation HRE.</li> <li>• Identifies and obtains support from installation and civilian referral resources. Provides oversight on special interest items as dictated by higher headquarter, e.g., sexual harassment, dissident and protest activities. Determines resource requirements and manages annual EO budgets</li> </ul>			

**SPECIALTY SUMMARY:**

- Manage the Wing EO Program, maintaining close liaison with other base agencies and advising leadership and service-members on EO
- Facilitate and conduct various EO trainings, climate surveys, unit visits, mediation, clarifications, interviews
- Perform and supervise various administrative functions supporting EO programs
- Receive military complaints, conduct inquiries and facilitate the necessary processing
- Serve as the EO subject matter expert for IG investigative officers and/or Commander Directed Investigations

**TRAINING:** Applicants must become fully qualified in the 3F471 AFSC as directed by ANGI 36-2710 and mandatory completion of all formal Equal Opportunity coursework.

**ADDITIONAL DUTIES:**

Custodian of Records

**SPECIALIZED EXPERIENCE:**

For entry into this specialty:

1. Ability to effectively communicate in oral and written form.
2. No record of disciplinary action or financial irresponsibility
3. Outstanding appearance, high moral standards, and exceptional military bearing and conduct
4. No previous record of having failed to graduate from a formal EO training course
5. Must complete 4 hours of observation with the EO office, followed by a letter of completion/recommendation from the Commander(s) after selection.
6. Must complete prerequisite web-based modules in phase 1 before moving onward to phase 2 which requires a 4-week EO Advisor Course and a 1-week Mediation Course via the Defense Equal Opportunity Management Institute (DEOMI).

See Base Education and Training for more specific details

**INFORMATION**

1. If selectee is an AGR, assumption of position cannot be made until the Manning Change Request (MCR) has been approved by NGB.
2. The unit POC for this announcement must submit a completed DSG Selection Package to the FSF/FSS certifying validity of the interview and selection process.

**INSTRUCTIONS TO APPLICANTS****APPLICATION REQUIREMENTS:**

1. Resume
2. Current Fitness Assessment History
3. vMPF RIP
4. Two (2) Letters of Recommendation (current supervisory chain recommended)

**PERSONAL INTERVIEW:** Applicants will be notified by phone/email for the scheduling of an interview.

**EMAIL RESUME TO:**

Col Angela O'Connell  
[angela.oconnell.5@us.af.mil](mailto:angela.oconnell.5@us.af.mil)  
 Applications must be received NLT 1600 on closing date.

**OR SEND TO:**

141 ARW/CV  
 1 East Bong Street  
 Fairchild AFB WA 99011  
 Applications must be received NLT 1600 on closing date.

**EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration. Selection and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan.