
**NEBRASKA AIR NATIONAL GUARD
VACANCY ANNOUNCEMENT FOR**

Equal Opportunity Specialist

CLOSE DATE: Open until Filled

155th Air Refueling Wing, Nebraska Air National Guard, Lincoln NE, is accepting applications for an Equal Opportunity Specialist. This announcement is for a Traditional Guardsman position and is available to current members of the Nebraska Air National Guard only. Those interested in this opportunity should send the following information to MSgt Jeremy Dean:

- ***Letter of Intent***
- ***Resume***
- ***vMPF RIP***
- ***One Letter of Recommendation***
- ***Copy of Last 2 Fitness Assessment Reports***

The following is pertinent information on the position:

Grade Requirement: Minimum SSgt – TSgt

AFSC: Any AFSC

Minimum Qualifications:

Must have or be able to attain 48 months of retain ability.

Specialty Qualifications:

Prior qualification in an AFSC at the 7-skill level or higher. Individual selected will be required to attend a 6 week (up to 12 week) Equal Opportunity Course at the Defense Equal Opportunity Management Institute, Patrick AFB, Florida.

Duties and Responsibilities include but are not limited to:

- Processes military equal opportunity (MEO) complaints, complaints, and equal opportunity and treatment incidents (EOTIs). Conduct MEO complaint clarifications and EOTIs. Conduct EEO pre-complaint counseling.
- Provides advice and consultation to senior leadership and base personnel on EO policies and programs. Serves as authoritative program data source for the installation commander/center commander. Provides information to those seeking EO assistance. Provides referral services as needed to help resolve customer concerns. Ensures all military and civilian are aware of the alternative dispute resolution (ADR) program, benefits, and option to utilize ADR.
- Plans and conducts organizational assessments. Advises commander and directors on conditions that impact operations and mission effectiveness. Directs semiannual equal opportunity assessment summary.
- Conducts climate assessments as required. Uses surveys, interviews, focus groups, and other techniques to gather information and identify factors that impact organizational effectiveness and mission readiness. Analyze unit and wing trend data. Performs out and about assessments.
- Plans and conducts human relations education and EO staff training. Conducts briefings, lectures, group discussions, focus groups, and seminars.
- Provides oversight on special interest items as dictated by HHQ i.e., sexual harassment reporting.

Preferred but not required:

Applicant should have excellent written and verbal skills, and be comfortable teaching classes. No record of disciplinary action. Outstanding appearance, high moral standards, and exceptional military bearing and conduct. Excellent organizational and interpersonal skill as well as a thorough working knowledge of common computer applications including Microsoft Word, Excel, and PowerPoint is desired.

CONTACT INFORMATION

Turn in packets to MSgt Jeremy Dean:

Mailing Address:

Attn: MSgt Jeremy Dean

155 ARW/FSDP

2420 W. Butler Ave

Lincoln, NE 68524-1888

Email Address:

jeremy.dean.1@us.af.mil

Questions regarding eligibility or qualifications for this position may be addressed MSgt Luci Vasa at luciana.vasa@us.af.mil