

OKLAHOMA ARMY NATIONAL GUARD VACANCY ANNOUNCEMENT



TRADITIONAL OFFICER VACANCY ANNOUNCEMENT #: 21-01

Must be a current member of the Oklahoma National Guard

****Position is Traditional (M-Day) Only****

POSITION		Maximum Rank/Grade	Minimum Rank/Grade
Human Relations/Equal Opportunity (HR/EO) Officer		O4	O3
MOS/AOC	Unit/Location	Opening Date	Closing Date
01A	HHC JFHQ J1	9 August 2021	31 October 2021

POSITION DESCRIPTION:

The HR/EO officer manages and coordinates the Adjutant General’s EO Program ensuring the EO program complies with all ARNG EO policies and directives. The HR/EO officer will not hold any other positions of leadership that may subsequently disqualify them from being impartial or perceived as impartial. The HR/EO officer will attend the Defense Equal Opportunity Management Institute (DEOMI) within one year of selection. The HR/EO officer advises and assists with the discrimination process and supports commanders on EO related issues, merits, and the processing of discrimination complaints. The HR/EO officer is responsible for ensuring the EOA roles and responsibilities meet the intent of the State EO program.

DUTIES INCLUDE:

- In coordination with the State Equal Employment Manager (SEEM), manage the Adjutant General’s Military EO program.
- Ensure the Military Equal Opportunity (MEO) program complies with all National Guard Bureau (NGB) policies and directives.
- Provide support to Equal Opportunity Advisors (EOAs) at subordinate levels.
- Meet reporting requirements mandated by the Director, NGB-EI as outlined in current policy.
- Prepare the annual MEO Report with SEEM assistance and forward to NGB-EI MPB annually.
- Monitor state MEO training requirements.
- Conduct Site Assistance Visits to subordinate units and document visit and identified concerns in Memorandum for Record (MFR).
- Assist with MEO complaints processing and training as needed.
- Review annual MEO Reports from subordinate commands.
- Assist Commanders and EOAs with conducting and analyzing Defense Organizational Climate Surveys.
- Verify, validate, and monitor the EOA staffing structure for all subordinate commands.
- Collaboratively participate in conducting the MEO section of the Organizational Inspection Program (OIP).

PREFERRED APPLICANTS WILL POSSESS THE FOLLOWING ATTRIBUTES:

Must display Military Professional Ethics and ethical decision-making at all times to include on/off duty. Must be able to demonstrate personal skills in operations and communications, to include oral and written communication such as presentation briefs, providing feedback and effective listening; evaluate and develop junior leaders, and consistently prepare to transition with each level of military education agreeable with their next rank and position.

MANDATORY REQUIREMENTS AT TIME OF APPLICATION:

1. Must be **current OKARNG Officer** in the grades of **O3-O4**.
2. Must be able to complete the Equal Opportunity Advisor course located at the Defense Equal Opportunity Management Institute or the virtual course as available to obtain the required Skill Qualification Identifier.
3. Must have outstanding duty performance; a review of the individual's evaluation reports (5) will be submitted to NGB for review.
4. Must have stability in personal affairs; Soldier will not have a recent history of severe domestic or personal problems (excluding divorce), chronic indebtedness, excessive use of alcohol, or any use of illegal drugs.
5. Must not have been punished under the provisions of the Uniformed Code of Military Justice or Oklahoma Code of Military Justice during the 5 years preceding the nomination.
6. Individual is not a subject of an open Criminal Investigation, Inspector General Inspection, or Equal Opportunity Complaint.
7. Individual has not been convicted of a sexual assault/harassment-related offense, domestic violence, child abuse, violent or felony offense related to the Equal Opportunity or SHARP Program.
6. Must have a minimum of 3 years of service remaining upon completion of the Defense EO Management Institute (DEOMI).
7. Must meet Army fitness and body composition standards. (Submit DA 705 and DA 5500/5500, if applicable – must be current within current Army COVID-19 guidance).
8. Must be competitive for promotion (Soldier must not be flagged under AR 600-8-2/Submit ORB).
9. Must have not previously declined or been dis-enrolled (academic or disciplinary) from Officer Professional Development Course.
10. Must meet current medical retention standards in accordance with AR 40-501.

SPECIAL INSTRUCTIONS:

1. Partial or incomplete applications will not be accepted.
2. Applications will be prescreened prior to a nomination board. Applicants not meeting the listed requirements will be notified by mail or official email of packet disapproval. All others may be contacted to interview either in person or telephonically.
3. Current AGR Officers are ineligible to apply. Current Technician Officers may apply; however, J1/HRO approval is required prior to transfer.
4. No promise of lateral transfer of assignment is made. If nominated by transfer will only be made if approved by TAG.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive consideration without regard to, race, color, national origin, creed, religion, marital status or other non-merit reasons not interfering with membership in the Army National Guard or performance of required duties.

HOW TO APPLY:

The forms and documents listed on the application checklist **must be submitted as ONE .pdf file (do not submit as pdf Portfolio)** to LTC Lindy White lindy.i.white.mil@mail.mil

Applications must be received no later than 2359 hours (CST) on the closing date of the announcement.

APPLICATION CHECKLIST

- Application Checklist
- Officer Record Brief (ORB)
- Resume detailing Human Resources, Equal Opportunity, or other applicable qualifications.
- Letter of Recommendation from BN or BDE Commander
- Last 5 Officer Evaluation Reports
- Security Clearance memorandum signed by Brigade Security Manager within 30 days of announcement close date

NOTE: Please ensure that all required documents on the checklist are included with your application. Applications that have been returned for correction will need to resubmit the entire application with the corrected documents before announcement closes in order for their packet to be considered.