



AIR NATIONAL GUARD (ANG) ACTIVE DUTY FOR OPERATIONAL SUPPORT (ADOS) ANNOUNCEMENT

IAW the ADOS Application Procedures

Please submit complete ADOS applications as 1 PDF to: NGB.HR.HR.ADOS.Org@us.af.mil

If unable to encrypt or the application is over 4MB, please forward via: DOD Safe <https://safe.apps.mil/>
to the above address

ANNOUNCEMENT NUMBER: 20-200

CLOSE OUT DATE: Open Until filled

POSITION TITLE: Equal Opportunity Program Director, Air National Guard

POSITION INFORMATION: Length: 30 Sep 21
Tour intent is FY21
Pending Funding and Airman's continued eligibility.
ADOS, Title 10 - 12301d

RANK/GRADE REQUIREMENT: Capt / O-3 to Lt Col / O-5

AFSC REQUIREMENT: 38FX (DEOMI Graduate)

SECURITY CLEARANCE REQ: Secret
(Member must have appropriate clearance for the position)

LOCATION: Air National Guard Readiness Center

WHO MAY APPLY: Qualified ANG members only

POC Position:

Name: Lt Col Lindsay Fletcher

Contact Info: Phone: 240-612-9825

Email: Email: lindsay.fletcher@us.af.mil

Position Description (Duty Description): ANGRC Equal Opportunity Director administers the ANGRC Commander's Equal Opportunity Program in accordance with applicable laws, regulations, directives, and policies. Manages the budget, manpower, and resources for the ANGRC Equal Opportunity Office and equal opportunity programming.

Ensures prompt processing of military equal employment complaints and ensures that every reasonable effort is made to resolve complaints at the lowest possible level at the earliest possible time. Advocates and makes available the Alternative Dispute Resolution Program. As a Negotiation and Dispute Resolution Manager, or in coordination with the Negotiation and Dispute Resolution Manager, acts to resolve disputes and provide Alternative Dispute Resolution Program services in accordance with AFI 51-1201.

Promotes the Air Force Equal Opportunity Program to senior leadership at the ANGRC and to the Readiness Center population. Ensures the Readiness Center workforce receives adequate information on the availability of the equal opportunity complaint program and Equal Opportunity Practitioners.

Ensures appropriate coordination, documentation, and notification of all complaint processing activities conducted by the ANGRC Equal Opportunity Office and assist Equal Opportunity Practitioners where appropriate. Maintains a working relationship with servicing legal, personnel, and helping agencies to ensure legal and regulatory requirements are utilized and that the Equal Opportunity Program is in compliance. Ensures military equal employment complaint, and Alternative Dispute Resolution Program data are complete, accurate, and timely maintained in the Air Force Equal Opportunity Information Technology System through weekly inspections.

Maintains and safeguard complaint files as the custodian of the official record. Ensures information in equal opportunity complaint files is protected in compliance with the Privacy Act of 1974, the Freedom of Information Act, and this instruction.

Assist complainants/aggrieved individuals with determining the basis for complaints, framing claims, and clarifying any ambiguities. Provide guidance, general assistance, and referrals for non-equal opportunity issues.

Notifies commander of situations involving unlawful discrimination or harassment when no military complaint is filed and notify commanders of complaints filed against members of the commander's unit.

Serve as subject matter experts for Commander Directed Investigations and other investigations for complaints within equal opportunity purview.

Serve as liaison for, advisory councils, special observance committees.

Conducts Out and About Assessments, organizational climate assessments and serves as a member of the Community Action Team.