



STATE OF WEST VIRGINIA  
**OFFICE OF THE ADJUTANT GENERAL**  
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**MAY 23 2019**

NGWV-TAG

MEMORANDUM FOR All Personnel

SUBJECT: Military Equal Opportunity (MEO)/ Equal Employment Opportunity (EEO) Policy

1. Applicability and guidance for this policy comes from Title VII and Title VIII of the Civil Rights Act of 1964, as amended, and implemented by the following:

- a. NGBM 9601.01 National Guard Discrimination Complaint Process
- b. NGR 600-21 Equal Opportunity Program in the Army National Guard
- c. ANGI 36-7 Air National Guard Military Equal Opportunity Program
- d. NG Pam 600-22 Investigating Military Discrimination Complaints
- e. AFI 36-2706 Equal Opportunity Program Military and Civilian
- f. AR 600-20 Army Command Policy

2. It is the policy of the West Virginia National Guard (WVNG) to provide military equal opportunity based on qualification, merit, and fitness without regard to race, color, religion, sex (pregnancy, sexual orientation, and gender identification) and national origin and to afford the same equal employment opportunity to civilian employees to include age, genetic information, and physical or mental disability. This also applies to harassment in connection with reprisal/retaliation for participating in a protected activity. The purpose of this policy is to emphasize my total support of MEO and EEO programs within the West Virginia Air and Army National Guard. The MEO and EEO programs ensure military and civilian members of the WVNG are provided equal treatment and employment opportunity to succeed. It is a commander implemented program intended to not only ensure personnel are individually valued and given equal opportunity, but to also enhance unit cohesiveness, military readiness, and mission accomplishment.

3. In this time of great change, it is more important than ever that each of us incorporates the tenets of equality into our daily lives. We must strive to support, encourage, and enhance the values of equitable treatment by example. Each commander, manager, and supervisor must demonstrate dynamic leadership by fostering a workplace free of discrimination. We must continually strive for a workforce reflective of the communities we serve. It is my hope each leader of this organization will promote equal opportunity as an integral part of every personnel

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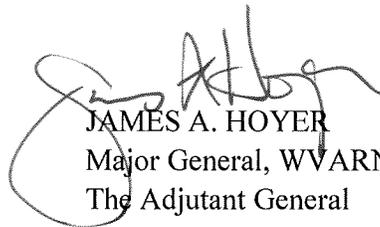
policy and proactively endeavor in the employment, development, advancement, and treatment of all employees by:

- a. Administering an Affirmative Employment Program in a positive and effective manner.
- b. Assuring recruiting activities reach all sources of candidates.
- c. Utilizing to the fullest extent the skills of each employee.
- d. Providing maximum feasible opportunity to employees to enhance their skills to perform at their highest potential and advance in accordance with their abilities.

4. Each leader, along with each employee, is expected to maintain a harassment free environment without discrimination to facilitate mission accomplishment. Opportunities for promotion, training, awards, and selection for key leadership positions will be based upon merit and performance. The WVNG prohibits unlawful discrimination and harassment (to include sexual harassment). Persons engaging in, or condoning, inappropriate behavior will be dealt with swiftly and appropriately. Each member of our organization has the right to work in a diverse, hostile-free work environment.

5. Leaders at all levels share the responsibility for achieving our MEO/EEO objectives. I expect each of you to adopt these measures and make it a reality.

6. The point of contact for this memorandum is the State Equal Employment Manager (SEEM), SSG Matthew C. Shifflett at (304) 561-6430 or DSN 623-6430.



JAMES A. HOYER  
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