



STATE OF WEST VIRGINIA  
**OFFICE OF THE ADJUTANT GENERAL**  
1703 COONSKIN DRIVE  
CHARLESTON, WEST VIRGINIA 25311-1085

William E. Crane  
Brigadier General, WVNG  
The Adjutant General

(304) 561-6317  
DSN: 623-6317  
FAX (304) 561-6327

NGWV-TAG

**JUL 07 2021**

MEMORANDUM FOR All Personnel

SUBJECT: Civilian Equal Employment Opportunity and Affirmative Employment Plan Policy

1. References:

- a. Equal Employment Opportunity Commission Management Directive 110 (MD 110)
- b. Title 29, Code of Federal Regulation, Part 1614, Federal Sector Equal Employment Opportunity
- c. Army Regulation (AR) 690-600, Equal Employment Opportunity Discrimination Complaints, dated 09 February 2004

2. Purpose: The purpose of this policy is to emphasize my total support of Equal Opportunity (EO) programs within the West Virginia National Guard. The Equal Employment Opportunity (EEO) programs ensure our civilian members are provided equal treatment and employment opportunity to be successful, establish the civilian complaint policy, and the Affirmative Employment Program (AEP) in the West Virginia National Guard (WVNG).

3. Policy: It is the policy of the WVNG to provide equal employment opportunity by not tolerating harassment or discrimination on the bases of race, color, religion, sex (pregnancy, gender, and orientation), national origin, age, disability, genetic information, or retaliation. This also applies in connection with reprisal/retaliation for participating in a protected activity. Everyone shares the responsibility for treating one another with dignity and respect. Epithets, jokes, slurs or any other derogatory, harassing or unprofessional behavior will not be tolerated.

a. We prohibit unlawful discrimination in all aspects of our personnel policies, programs, practices and operations, as well as in all working conditions and relationships with employees and applicants for federal employment. We strive to promote the full realization of equal opportunity in employment through programs of affirmative employment and to provide equal employment opportunity for all in the areas of recruitment, hiring, promotion, transfers, reassignments, training, awards, and benefits, at every level of operation within the West Virginia National Guard.

b. Our commitment to affirmative employment and diversity initiatives has been emphasized as a critical element in our performance appraisal system. This will enable managers and supervisors to focus on meeting their delegated responsibility to support the EEO program in a manner that yields results. If all supervisory levels undertake the responsibility of affirmative employment with the same leadership and zeal as other organizational responsibilities, the result

WVNG-TAG

SUBJECT: Civilian Equal Employment Opportunity and Affirmative Employment Plan Policy

should be a system of equal opportunity and equal employment for all. All federal employees are encouraged to discuss EEO related issues with an Equal Employment Opportunity Counselor or the State Equal Employment Manager (SEEM). As leaders they can be used as sounding boards, guides, and mentors in resolving issues.

c. To resolve the matter at the lowest level possible you can contact your Supervisor, Commander or EEO Counselor. Supervisors and Commanders are required to contact the SEEM to discuss resolution as soon as you are aware of an issue even if they are not ready to file a complaint.

d. Any federal employee, former employee, or job applicant who believes s/he was discriminated against, has a right to file an informal complaint (pre-complaint) with the EEO office by contacting an EEO Counselor or the SEEM. Individuals can chose to work toward resolution with the Counselor or ask for mediation. If the complaint of discrimination is not resolved, individuals have the right to file a formal complaint with the SEEM. Individuals have the right to file a complaint without fear of retaliation. Retaliation against any complainant(s) or individual(s) cooperating with an investigation of discrimination will not be tolerated.

e. The AEP requires a strong chain of communication and coordination among all levels of management to reach and achieve the objectives of fulfilling the goal of having all employees contribute to EEO objectives. To this end, West Virginia National Guard managers and supervisors are expected to take an active, ongoing part in promoting and implementing the plan. Periodic evaluations will be conducted to measure program accomplishments, and where imbalances or lack of progress are evident, necessary measures will be taken to remedy the problem.

4. The Joint Forces Headquarters EO/EEO staff stands ready to assist all service members, federal employees, commanders, managers and supervisors throughout the process. Do not hesitate to contact the EO/EEO Office with your questions, to seek assistance in filing a complaint, or to request assistance with the process.

5. Point of Contact for this activity is Ms. Deborah K. Amos, SEEM, at (304) 561-6430 or email Deborah.K.Amos.civ@mail.mil.



WILLIAM E. CRANE  
Brigadier General, WVNG  
The Adjutant General