



STATE OF WEST VIRGINIA
OFFICE OF THE ADJUTANT GENERAL
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William E. Crane
Major General, WVNG
The Adjutant General

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AUG 28 2023

NGWV-TAG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NGWV-TAG-JP-23-005 Equal Opportunity & Equal Employment Opportunity Policy

1. References:

a. Chief National Guard Bureau Manual (CNGBM) 9601.01 (National Guard Discrimination Complaint Process), 25 April 2017

b. Equal Employment Opportunity Commission Management Directive (MD) 110 (Federal Sector Complaints Processing Manual), 5 August 2015

c. West Virginia Military Authority Personnel, Policies, and Procedures Manual, Section 15, Workplace Harassment Policy, July 2017

2. The proponent for the policy is NGWV SEEM.

3. This policy is effective immediately and remains in effect until rescinded or superseded. This policy supersedes NGWV-TAG Civilian Equal Employment Opportunity and Affirmative Employment Plan Policy dated 7 July 2021 and NGWV-TAG Military Equal Opportunity and Diversity Policy Statement dated 7 July 2021.

4. Applicability. This policy applies to all West Virginia National Guard (WVNG) personnel.

5. I am committed to ensuring that every member, employee, and applicant of the WVNG is treated with dignity and respect in a manner free from discrimination and harassment. All personnel are entitled to a work environment that provides opportunity for individual growth and development. Equal Opportunity (EO) and Equal Employment Opportunity (EEO) are basic human rights supported by law and are mission essential. EO/EEO principles will be integrated into all personnel management processes to guarantee fair and equitable treatment. Decisions affecting employment, development, advancement, and treatment of military members and employees of the WVNG must be made without regard to race, color, national origin, religion, and sex (including gender, gender identity, sexual orientation, and pregnancy) and without reprisal. Department of Defense civilian employees are further protected against discrimination on the bases of age (40 years or over), disability, and genetic information.

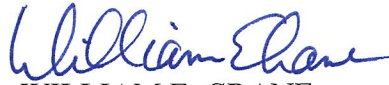
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6. Discrimination or harassment by anyone affiliated with the WVNG will not be tolerated. Allegations of discrimination or harassment will be promptly addressed and resolved. No WVNG members will be discouraged from filing a complaint or should fear retaliation/reprisal for participating in a complaint. If you feel that you or others within the organization have been subjected to discrimination or harassment you are encouraged to discuss the matter immediately with your supervisor, commander, or Equal Opportunity (EO) representative. EO representatives are trained to assist and advise on EO policies and procedures. I expect members and employees of the WVNG to be aware of expected behavior, methods of reporting discrimination actions, and how to identify and prevent discrimination and harassment.

7. EO representatives include EO Advisors (EOAs), EO Directors, Equal Employment Opportunity (EEO) Counselors, EO/EEO Specialists, EO Leaders (EOLs), and the State Equal Employment Manager (SEEM). Contact the SEEM to request a current list of WVNG EO representatives.

8. Point of contact for this memorandum is CPT Mackenzie N. Watson, State Equal Employment Manager, at (304) 561-6430 or mackenzie.n.watson3.mil@army.mil.


WILLIAM E. CRANE
Major General, WVNG
The Adjutant General

DISTRIBUTION:
WVNG List "A"