



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: Military Equal Opportunity and Diversity Policy Statement

1. References: 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. Army Regulation 600-20, Army Command Policy, dated 24 July 2020
- b. Air National Guard Instruction 36-7, Air Guard Military Equal Opportunity Program
- c. National Guard Regulation 600-21, Equal Opportunity Program in the Army National Guard, dated 22 May 2017
- d. National Guard Regulation 600-22, National Guard Military Discrimination Complaint System, dated 30 March 2001

2. Purpose: The purpose of this policy is to emphasize my total support of Military Equal Opportunity (MEO) programs within the West Virginia Army and Air National Guard. The MEO program ensures military members of the West Virginia National Guard (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. Policy: It is the policy of the 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). This also applies to harassment 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.

4. In accordance with reference above, any uniformed service member who believes that he or she has been discriminated against has the right to file an informal complaint by contacting an Equal Opportunity Advisor (EOA) or the State Equal Employment Manager (SEEM). If the complaint of discrimination is not resolved, service members have the right to file a formal complaint with the SEEM. Service members also have the right to file a complaint without fear of reprisal. Reprisal against any complainant(s) or individual(s) cooperating with an investigation of discrimination will not be tolerated.

5. Commanders will:

a. Identify unlawful discriminatory practices affecting military personnel, contact the SEEM for tracking and guidance, work with the SEEM to initiate unbiased investigations, act promptly to initiate corrective action on substantiated complaints, work toward resolution with the complainant and SEEM, provide follow-up, and feedback throughout problem resolution.

b. Take appropriate action to prevent incidents of intimidation, harassment and/or reprisal against individuals who file an MEO complaint.

c. Ensure personnel are fully aware of procedures of obtaining redress of complaints, including those against members of the chain of command. Procedures will be in writing and prominently displayed.

d. Conduct a command climate survey within 120 days of assuming command and annually thereafter. No later than 60 days after completing the survey, the Commander will provide feedback to the unit on the results. The survey reports, action plan and out brief must be sent to the SEEM for tracking and retention.

e. Foster and maintain positive command climates. A positive command climate is an environment free from personal, social, or institutional barriers that prevent Soldiers and Airmen from rising to the highest level of responsibility for which they are qualified. Soldiers and Airmen are evaluated on individual merit, performance, and potential. The evaluations of commanders will include an assessment of their compliance with MEO policy.

f. Ensure adherence to Equal Opportunity principles for opportunity, development, rewards, promotions, assignments, and training.

g. Annually ensure unit training requirements are met for EO, Hazing and Bullying, and the No FEAR act.

6. All Uniformed Service Members are encouraged to discuss EO related issues with EOAs or Equal Opportunity Leaders (EOLs). As trained practitioners they can be used as sounding boards, guides, and mentors in resolving issues. If for any reason an EOA or EOL cannot be contacted, service members are always encouraged to contact the SEEM.

7. 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. A work environment that appreciates individual differences and contributions greatly improves mission readiness. Members of the WVNG deserve to be evaluated on merit and given an equal chance in all competitive circumstances. The success of our EO program depends upon every member of our organization. The environment of equality that we maintain significantly contributes to the fair selection, motivation, and dedication of our military members.

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

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9. Point of Contact for this activity is Ms. Deborah K. Amos, State Equal Employment Manager, at (304) 561-6430 or email Deborah.K.Amos.civ@mail.mil.

A handwritten signature in cursive script that reads "William E. Crane".

WILLIAM E. CRANE  
Brigadier General, WVNG  
The Adjutant General