



**OFFICE OF THE ADJUTANT GENERAL
789 Vermont National Guard Road
Colchester, Vermont 05446-3099**

NGVT-HRO

15 September 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Policy Memorandum (NGVT-JP-16), VTNG Equal Opportunity Policy

1. References.

- a. DoD Directive 1020.02E Diversity Management and Equal Opportunity in the DoD 8 June 2015.
- b. CNGBM 9601.01 National Guard Discrimination Complaint Process dated 25 April 2017
- c. NGR 600-21 Equal Opportunity in the Army National Guard dated 22 May 2017
- d. ANGI 36-7 ANG Military Equal Opportunity Program dated 25 April 2003

2. Purpose. To establish Vermont National Guard Policy on Equal Opportunity.

3. Effective Date. This policy is effective when signed. All previous versions are obsolete.

4. Applicability. This policy applies to all VTNG personnel serving in a Title 32 status, to include NG technicians when activities occur while the member serves in a military pay status.

a. This policy does not apply to beneficiaries of services from the Army National Guard (ARNG) and Air National Guard (ANG) in programs receiving Federal financial assistance. Complaints from such beneficiaries are processed IAW NGR 600-23/ANGR 30-12, 30 December 1974 "Nondiscrimination in Federally Assisted Programs".

b. This policy does not apply to NG Service members serving in a Title 10 status, or to civilian personnel employed in a Title 5 status at the State NG facilities, the National Guard Bureau (NGB), the ARNG and ANG Readiness Centers, and any NGB field-operating locations.

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5. Policy.

a. It is the policy of the Vermont National Guard to promote the full realization of equal opportunity in employment for all persons and to identify and eliminate discriminatory practices and policies (to include sexual harassment). All employees and applicants for employment have a right to enjoy equality of opportunity in the Vermont National Guard regardless of race, color, national origin, religion, sex-gender, or sexual orientation. Any Service member who believes they have experienced sexual harassment or reprisal for prior engagement in the discrimination resolution request process or related activity may file a request to resolve discrimination allegations with the Service Equal Opportunity Office IAW CNBGM 9601.01 Date 25 April 2017.

b. Each military service appoints an Equal Opportunity Officer to manage the military EO Program for the Adjutant General. The Joint Force Headquarters (JFHQ) Director of Personnel/PM directly supervises the JFHQ Human Resource Equal Opportunity Officer (HREO). The HREO is the principal director of the Army National Guard Equal Opportunity Program. The 158th Fighter Wing Commander appoints an Air Force Military Equal Opportunity Officer (MEO). The MEO is the principal director of the Air National Guard Equal Opportunity Program.

a. The State Equal Employment Manager (SEEM) appoints and manages a sufficient number of Equal Employment Opportunity Counselors to facilitate in the pre-compliant processing for EEO related issues.

b. The SEEM provides an alternative dispute resolution program. The program applies to both the pre-resolution request as well as the formal resolution request processes.

c. The SEEM oversees both the Army and Air Guard military EO programs. The SEEM ensures the HREO and MEO submit required reports to NGB-EO. The SEEM assists in the processing of EO resolution requests between Unit Training Assemblies IAW dictated timelines.

d. The HREO assists each 06 level command in the appointment of an Army Equal Opportunity Advisor (EOA) to manage the program for the Brigade Commander. Commands must appoint EOA's as their primary function and will not assign collateral duties that interfere with their EO duties. The MEO appoints EO Specialists to fulfill staffing requirements.

e. Army Company Commanders appoint Equal Opportunity Leaders (EOL) as collateral duty appointments to assist in the unit level EO program, to include Battalion Headquarters. The BN EOL supports Company EOLs.

f. EO personnel communicate programmatic information to unit commanders and others for official use. EO personnel report specific allegations of unlawful discrimination or sexual harassment to the chain of command upon discovery. For this

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f. EO personnel communicate programmatic information to unit commanders and others for official use. EO personnel report specific allegations of unlawful discrimination or sexual harassment to the chain of command upon discovery. For this reason, communications to EO personnel from unit members do not fall under any privilege of confidentiality protections.

g. EO Personnel attempt resolution at the lowest level of command and utilize the agency Alternative Dispute Resolution Program upon the recommendation of the HREO/MEO. EO Personnel process complaints IAW CNGBM 9601.01 National Guard Discrimination Complaint Process Manual, dated 25 April 2017.

h. EOL's, commanders and Service members report Sexually Offensive Incidents IAW NGVT-HRO-JP 2019-10 dated 15 September 2019.


i. ACOM Commanders and the 158th Fighter Wing Commander develop their own policies in support of EO, prevention of discrimination, and sexual harassment. Each company and squad level unit prominently display policies.

j. ARNG Commanders use the Defense Equal Opportunity Management Institute (DEOMI) Organizational Climate Survey (DEOCS) for their command climate survey requirements. Commanders conduct an initial assessment within 120 days of assuming command and bi-annually thereafter. Units must forward all Unit Climate Assessments to the SEEM, JFHQ Sexual Assault Response Coordinator, HREO/MEO for review. ANG conduct DEOCS Assessments for units with more than 50 personnel assigned every two years or upon a unit commander's request.

k. EO Personnel coordinate required EO training IAW service regulations and pertinent directives. All unit members attend mandatory training. Units load accountability rosters into automated training systems.

l. All service members fully cooperate with EO personnel in the processing and resolution of pre-resolution request matters within the VTNG. Units fully cooperate with EO Investigating Officers, including granting them routine access to personnel records when required in connection with an investigation.

6. POC is CPT J. Scott Detweiler, State Equal Employment Manager, (802)-338-3148, email john.s.detweiler.mil@mail.mil.


GREGORY C. KNIGHT
Brigadier General
The Adjutant General