



**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-17), Equal Employment Opportunity Policy**

**1. References.**

a. Title 29, Code of Federal Regulations, Part 1614, "Federal Sector Equal Employment Opportunity"

b. CNGBN 9600, State National Guard Civilian Equal Employment Opportunity Complaint Processing and Reporting Guidance, dated 10 May 2017.

c. The VTNG Joint Civilian Discrimination Complaints Instruction Guide, dated 1 July 2017.

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

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

**4. Applicability.** This policy applies to Federal civilian employees and applicants for employment managed under the designation of authority to the Adjutant General (TAG) under section 709(d) of Title 32, U.S.C., "National Guard" and section 10508 of Title 10, U.S.C., "United States of Armed Forces" as enacted in Public Law 114-328, 23 December 2016, "National Defense Authorization Act of Fiscal Year 2017".

a. This notice does not apply to complaints of discrimination from NG military personnel serving in a Title 10 or Title 32 status.

b. This notice does not apply to beneficiaries of services from the Army National Guard (ARNG) or 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".

5. Policy.

a. The Vermont National Guard promotes the full realization of equal opportunity in employment for all persons. The VTNG seeks to identify and eliminate discriminatory practices and policies (to include sexual harassment). All employees and applicants for employment enjoy equality of opportunity in the VTNG regardless of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 and older), disability, and genetic information. Any person who believes they have been subjected to sexual harassment or retaliation for opposing any practice made unlawful by Title VII of the Civil Rights Act and other governing authorities may file a resolution request.

b. The Joint Force Headquarters Human Resource Officer directly supervises the State Equal Employment Manager (SEEM). The SEEM serves as the principal director of all Equal Employment Opportunity (EEO) programs to include Special Emphasis Programs: Black, Asian, Hispanic, Women, American Indian Alaskan Native and Individuals with Disabilities Programs.

c. The SEEM appoints and manages a sufficient number of Equal Employment Opportunity Counselors to facilitate pre-resolution request processing for EEO related issues.

d. The SEEM provide an alternative dispute resolution program. The program addresses both the pre, informal and formal resolution request processes.

e. The SEEM ensures all employees and applicants have access to written materials containing VTNG administrative and judicial remedial procedures. The SEEM posts the name and contact information of all EEO Counselors as well as timelines associated with the initiation of a resolution request on all prominent bulletin boards, the agency's public website and any digital platform associated with organizational knowledge management.

f. The SEEM ensures the Agency's workforce (to include military supervisors of civilian employees) are trained at least every 2 years on their Rights and Responsibilities IAW the NO FEAR ACT Public Law 107-174. Supervisors will ensure all new employees complete NO FEAR training within 90 days of on-boarding.

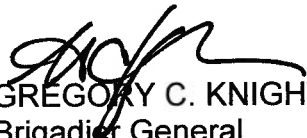
g. All employees fully cooperate with EEO Counselors and agency EEO personnel in the processing resolution requests. Supervisors fully cooperate and provide any pertinent information to the Commission in the course of appeals, including granting the Commission routine access to personnel records when required in connection with an investigation.

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h. Supervisors include a performance evaluation element demonstrating annual review of their personnel operations as well as career progression/placement actions and procedures to assure their conformity with the EEO program. Supervisors provide all employees the opportunity to enhance their skills through on-the-job training, work-study programs and other training measures so they may maximize potential and advance in accordance with their abilities.

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

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