



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

NGVT-HRO

1 March 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum (NGVT-HRO 13-04), Equal Employment Opportunity Policy

1. References.

- a. MD 715, Management Directive, 01 October 2003.
- b. 29 CFR 1614 Part 102, Code of Federal Regulations, 19 April 2010.

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

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

4. Applicability. This policy applies to all Air Force or Army Federal Technicians (excepted or competitive, permanent or temporary) employed by the Vermont National Guard.

5. Policy.

a. It is the policy of the Vermont National Guard to promote equal employment opportunity and to identify and eliminate discriminatory practices and policies (to include sexual harassment). The overriding objective of this policy is to ensure that all employees and applicants for employment enjoy equality of opportunity in the Vermont National Guard regardless of race, sex, national origin, color, religion, age, disability or reprisal for engaging in prior protected activity.

b. The Joint Force Headquarters Human Resource Officer will directly supervise the State Equal Employment Manager (SEEM). The SEEM is the principal director of all Equal Employment Opportunity programs to include Special Emphasis Programs.

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c. The SEEM will appoint and manage a sufficient number of Equal Employment Opportunity (EEO) Counselors to facilitate in the pre-complaint processing for EO related issues.

d. The SEEM will make available an alternative dispute resolution program. The program will be available for both the pre-compliant process and the formal complaint process.

e. The SEEM will appoint and manage Special Emphasis Program Managers. Supervisors will support the collateral duty appointments of EEO Counselors and Special Emphasis Program Managers.

f. The SEEM will ensure written materials are available to all employees and applicants informing them of the administrative and judicial remedial procedures available to them. The SEEM will post the name, contact information of all EEO Counselors and time limits for initiating a complaint on all prominent bulletin boards throughout the agency.

g. All employees will fully cooperate with EEO Counselors and agency EEO personnel in the processing and resolution of pre-complaint matters and complaints within an agency. Full cooperation will be provided to the Commission in the course of appeals, including granting the Commission routine access to personnel records of the agency when required in connection with an investigation.

h. Supervisors will review their personnel operations and career progression/placement actions and procedures to assure their conformity with the EO program. Supervisors will ensure all employees have the opportunity to enhance their skills through on-the-job training, work-study programs and other training measures so that they may perform at their highest potential and advance in accordance with their abilities.

6. CW3 Doris J. Sumner is the Vermont JFHQ State Equal Employment Manager. She can be reached at (802)-338-3148 or email doris.sumner@us.army.mil.


STEVEN A. CRAY
Major General
The Adjutant General

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