



**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 13-02), Equal Opportunity Policy

1. References.

- a. AR 600-21, Army Command Policy, 11 February 2009.
- b. NGR 600-21, Equal Opportunity in the Army National Guard, 14 February 2001.
- c. ANGI 36-7, Air National Guard Military Equal Opportunity Program, 25 April 2003.

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

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

4. Applicability. This policy applies to all Vermont Air National Guard or Vermont Army National Guard personnel.

5. Policy.

a. It is the policy of the Vermont National Guard to promote equal 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 service members enjoy equality of opportunity in the Vermont National Guard regardless of race, sex, national origin, color, religion or reprisal for engaging in a prior protected activity.

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

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Opportunity Officer (MEO). The MEO is the principal director of the Air National Guard Equal Opportunity program.

c. The State Equal Employment Manager (SEEM) will have program oversight for Army and Air Guard military EO programs. The SEEM will be responsible to ensure required reports are submitted to NGB-EO. The SEEM will assist in the processing of EO complaints between Unit Training Assemblies to ensure procedural timelines are met.

d. The HREO will facilitate each 06 level command to appoint an Equal Opportunity Advisor (EOA) to manage the program for the Brigade Commander. EOA's will perform EO as their primary function and will not be assigned collateral duties that interfere with their EO duties. The MEO will appoint EO Specialist to fulfill staffing requirements.

e. Communications to EO personnel will be released to commanders and others for official use. EO personnel must report specific allegations of unlawful discrimination or sexual harassment to the chain of command upon discovery. For this reason, communications to EO personnel do not have any privilege of confidentiality.

f. Army Company Commanders will appoint Equal Opportunity Leaders as collateral duty appointments to assist in the unit level EO program.

g. EO Personnel will attempt resolution at the lowest level of command and will utilize the agency Alternative Dispute Resolution Program at the recommendation of the HREO/MEO. EO Personnel will process complaints IAW NGR 600-22, National Guard Military Discrimination Complaint System, 30 March 2001.

h. The Wing Commander will develop a policy to prevent discrimination and sexual harassment. The Wing will have the EO policy and complaint procedures prominently posted on base web pages and in locations frequented by base population.

i. Army Commanders will develop a policy to prevent discrimination and sexual harassment. Each company will have the EO policy and complaint procedures prominently displayed in locations frequented by unit personnel.

j. EO Personnel will coordinate required EO training IAW service regulations and pertinent directives. All unit members will attend the required training. Unit accountability rosters will be sent through EOA's to HREO, EO Specialist to the ANG MEO.

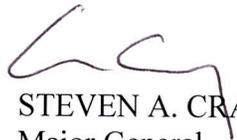
k. All service members will fully cooperate with EO personnel in the processing and resolution of pre-complaint matters and complaints within an agency. Full cooperation will be provided to EO Investigating Officers appointed by the Command including granting the EO Investigator routine access to personnel records when required in connection with an investigation.

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1. Non-Commissioned Officer/Officer Evaluation Reporting System will include the assessment of the service member compliance with the EO program. Leaders will review their personnel operations and career progression/appointment actions and procedures to assure their conformity with the EO program. Leaders will ensure all service members have the opportunity to enhance their skills through timely training schedules, on-the-job training, special assignments and other training measures so that they may perform at their highest potential and advance in accordance with their abilities and grade requirements.

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](mailto:doris.sumner@us.army.mil).



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