



STATE OF WEST VIRGINIA
OFFICE OF THE ADJUTANT GENERAL
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085

James A. Hoyer
Major General, WVARNG
The Adjutant General

(304) 561-6317
DSN: 623-6317
FAX (304) 561-6327

NGWV-TAG

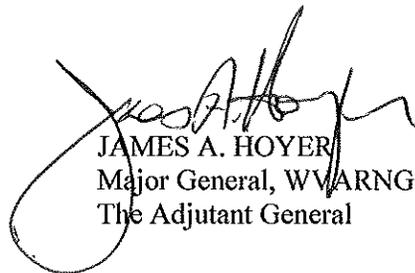
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MEMORANDUM FOR All Personnel

SUBJECT: EEO Counselors for West Virginia

1. This letter supersedes letter dated 22 September 2010, same subject, to list those recertified through an eight hour refresher course. EEO Counselors are appointed by the Adjutant General. They are authorized IAW NGR (AR) 690-600/NGR (AF) 40-1614, to conduct inquiries into allegations of discrimination. Complaints based on race, color, religion, gender, national origin, age or handicap discrimination, prohibited by Title VII, Civil Rights Act of 1964, as amended, Age Discrimination in Employment Act (ADEA), and NGR (AR) 690-600/NGR (AF) 40-1614.
2. Each counselor completed a minimum 32 hours discrimination complaint counseling training before being authorized to counsel a complainant. Formal training includes, as a minimum, a basic EEO counseling course sponsored by the SEEM. Each counselor also completed an eight-hour refresher training, IAW EEOC MD 110 and NGB. Counselors are expected to use basic problem solving techniques to resolve complaints and function as fact finders to conduct a thorough inquiry. Both complainant and management expect a thorough inquiry.
3. Counselors must maintain a neutral position. An unbiased, polite approach will encourage witnesses to cooperate, which is essential to the inquiry. Counselors have a responsibility to the person who may be the subject of the inquiry. Counselors must protect persons from any semblance of injustice that may be attributed to their procedures or actions. Assume that the inquiry implies neither guilt nor innocence of the persons involved.
4. The list of your EEO Counselors for the ensuing year is attached. If you have any questions, call Lt Col Kenneth L. Hale, ext 6430.

Encl


JAMES A. HOYER
Major General, WVARNG
The Adjutant General

EEO Counselors for West Virginia

Truax, Steve	Lt Col	Certified
Saunders, George	MSgt	Certified
Kesecker, Chandra	MSgt	Certified
Hatter, Yuan	MSgt	Certified
Netzer, Harry	1st Lt	Certified
Taylor, Tammy	TSgt	Certified
Akers, Roy	TSgt	Certified
Gnik, Kerry	SSG	Certified
Maynor, Jeremy	SSgt	Certified
Gower, Charlotte	SGT	Certified
Whittington, Corrina	SGT	Certified
Walker, Carolyn	Civ	Certified