

Equal Employment Opportunity (EEO)

Mission Statement:

The mission of the Equal Opportunity Office of the West Virginia National Guard is to provide oversight to policies in terms of Equal Employment Opportunity and ensure the compliance with laws, regulations and affirmative employment practices and procedures for members of the West Virginia National guard, both military and civilian, and those individuals who seek employment.

Vision:

To achieve an organizational culture committed to high standards of professional behavior, which values individual differences and similarities, and understands positive human relations have a positive impact on ensuring optimum mission readiness..

Goals:

There are three goals for the West Virginia National Guard Equal Employment Opportunity (EEO) office. The first goal of the EEO office is to serve the members of the West Virginia National Guard and its civilian employees regarding Equal Opportunity through various forms of education, training, and member involvement through our Special Emphasis Programs. In doing so, we promote and ensure compliance with all aspects of federal and state laws, as well as the National Guard's policies and regulations.

Secondly, the EEO office is responsible for EEO/EO complaint management for the West Virginia National Guard dealing with discrimination and Sexual Harassment. Our view is to promptly and effectively address any and all issues at the lowest level to make certain resolution is reached.

The Third and final goal is to ensure the progression of Diversity and Inclusion in that it occurs and progresses throughout the West Virginia National Guard. The West Virginia National Guard believes by valuing Diversity, we will maximize the positive impacts our members make not only in the West Virginia National Guard but the community as well.

Scope of Responsibility

The Equal Employment Opportunity Office of the West Virginia National Guard is responsible for the application of the Civil Rights Act of 1964, as amended, as well as other applicable non-discrimination complaint systems and affirmative employment programs for both the Army and Air National Guard for the State of West Virginia.

Complaint System

The EEO complaint system covers individual and class complaints of discrimination based on race, color, national origin, religion, sex, age (40 years of age and older), physical or mental disability, and reprisal for previous EEO activity.

As a Federal employee of the West Virginia National Guard, both current and former, or applicants for employment, you have the right to be represented and advised by a representative of your choice during any stage in processing your complaint. This applies also to pre-complaint counseling, provided the choice of a representative does not involve a conflict of interest and/or position.

You, your representative, and your witnesses shall be free from restraint, intimidation, interference, coercion, discrimination, and reprisal in the presentation and processing of your complaint. This includes the pre-complaint counseling phase, and any time thereafter.

If you have a representative, it is your responsibility to provide the West Virginia National Guards EEO office with his/her name, address, and telephone number, and of any changes in your representation.

You must call or email an EEO point of contact within 45 days of the alleged discriminatory action.

During the pre-complaint phase, you are also entitled to confidentiality unless you waive that right. If you file a formal complaint, you no longer have the right to anonymity. In addition, you will be provided a written statement of your rights and responsibilities within the complaint process by the EEO counselor.

If you have further questions about this process or you have an alleged complaint against a West Virginia National Guard member for sexual harassment, or discrimination based on the following:

- Race,
- Color
- National origin
- Religion
- Sex
- Age (40 years of age and older),
- Physical or mental disability
- Reprisal for previous EEO activity

Please Contact the West Virginia National Guard State Equal Employment Opportunity Manager:



Capt Michael Ramsey
SEEM - State Equal Employment Manager
West Virginia Army National Guard, JFHQ-WV-HRO
1703 Coonskin Drive

Charleston, WV 25311
Comm: 304-561-6430
Blackberry: 304-541-9871
DSN: 623-6430
E-mail: michael.ramsey42.mil@mail.mil

Federally Mandated Reportables:

[WVNG EEO Compliant Data posted Pursuant to the NO FEAR ACT](#)

Policy Letters:

[2014 EEO Policy Statement](#)

[2014 Prevention of Sexual Harrassment Letter](#)

Appointment Letters:

[2012 EEO Counselor Appointment Memo](#)

Diversity:

[2013 Diversity Council Appointment Letter](#)