



STATE OF WEST VIRGINIA
OFFICE OF THE ADJUTANT GENERAL
1703 Coonskin Drive,
Charleston, West Virginia 25311-1085

NGWV-TAG

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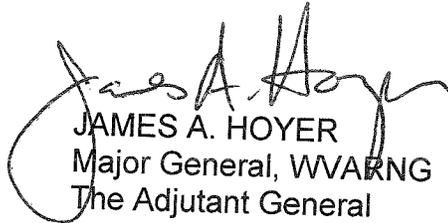
MEMORANDUM FOR: All Personnel in the West Virginia National Guard

SUBJECT: Equal Employment Opportunity Policy Statement

1. All personnel in the West Virginia National Guard will be afforded equal opportunities regardless of their race, color, sex, religion, national origin, age, or handicap. My objective is to have a discriminatory and harassment free environment for all employees.
2. This policy statement is to reassure everyone of my personal commitment to the principles of equal employment opportunity and the objectives of the Affirmative Employment Plan (AEP). There is a command emphasis on achieving this goal. Supervisors, human resources personnel, and managers share the responsibility in applying the principles of equal and affirmative employment opportunities in selection, promotion, recognition, and training. It has always been my policy to select the most qualified person. In cases where applicants are considered equally qualified and are of the underrepresented categories of minority and female, the recommending official will consider the provisions of the AEP requirements.
3. Racial, religious, gender, or ethnic jokes, stories or comments in the work environment are damaging to individuals and to overall mission accomplishment. Thus, this type of unprofessional behavior will not be tolerated. In accordance with Technician Personnel Regulation (TPR) 752, Discipline and Adverse Actions, individuals who allow or commit illegal discrimination will receive a letter of reprimand for the first offense. Subsequent occurrences will result in a 30-day suspension or removal.
4. Anyone who feels they have been discriminated against can contact an Equal Employment Opportunity Counselor or the State Equal Employment Manager. These individuals serve a vital role in the informal resolution of misunderstandings or complaints of discrimination. The names of counselors serving the West Virginia National Guard are posted on bulletin boards as well as the HRO/EEO website, <http://www.wv.ngb.army.mil/jobs>. All personnel will cooperate fully with these counselors.

SUBJECT: Equal Employment Opportunity Policy Statement

5. The goal of fair and equitable treatment for all personnel takes continuous effort. As leaders charged with teaching, mentoring and developing employees, I expect you to make this continuous effort.



JAMES A. HOYER
Major General, WVARNG
The Adjutant General