



STATE OF WEST VIRGINIA  
**OFFICE OF THE ADJUTANT GENERAL**  
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The Adjutant General

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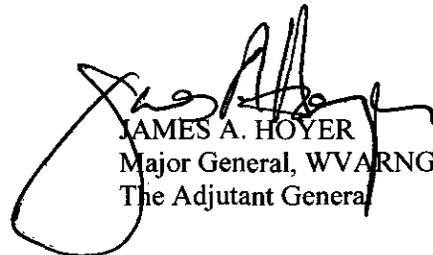
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**OCT 12 2012**

MEMORANDUM FOR All Personnel

SUBJECT: EEO Counselors for West Virginia

1. This letter supersedes policy dated 18 November 2011, same subject, listing EEO Counselors who were recertified through an eight hour refresher course. EEO Counselors are appointed by the Adjutant General, and 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 are violations of law prohibited by Title VII, Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act (ADEA), and NGR (AR) 690-600/NGR (AF) 40-1614.
2. Each counselor must complete a minimum of 32 hours Discrimination Complaint Counseling training prior to being authorized to counsel a complainant. Formal training includes, at a minimum, a basic EEO counseling course sponsored by the SEEM. Each counselor must also complete the eight-hour annual refresher training, in accordance with Equal Employment Opportunity Commission Management Directive 110 and NGB. Counselors are expected to use basic problem solving techniques to resolve complaints and function as fact finders to conduct thorough inquiries.
3. Counselors must maintain a neutral position with an unbiased, polite approach to encourage witnesses to cooperate, which is essential to the inquiry. Counselors have a responsibility to both the complainant and the subject of the inquiry and must protect persons from any semblance of injustice that may be attributed to their procedures or actions. Inquiries are fact finding in nature, and assume neither guilt nor innocence of the persons involved.
4. The list of EEO Counselors for the ensuing year is attached. Please direct questions or concerns to Lt Col Kenneth L. Hale, ext 6430.

  
JAMES A. HOYER  
Major General, WVARNG  
The Adjutant General

Atch:  
As stated

Certified Equal Employment Opportunity Counselors for West Virginia

Rank	Name	Phone	Unit
SFC	Gentry, Benjamin	304 201-3370	771 TC
MSgt	Saunders, George	304 201-3132	JITEC
MSgt	Caldwell, Larissa	304 616-5174	167AW
MSgt	Kesecker, Chandra	304 616-5302	167AW
MSgt	Hatter, Yuan	304 341-6672	130AW
1st Lt	Netzer, Harry	304 341-6649	130AW
TSgt	Taylor, Tammy	304 341-6104	130AW
SSG	Gnik, Kerry	304 791-4480	ATS
SSgt	Maynor, Jeremy	304 341-6279	130AW
SGT	Whittington, Corina	304 201-3381	771 TC
Civ	Walker, Carolyn	304 561-6409	JFHQ