



ARKANSAS DEPARTMENT OF THE MILITARY
OFFICE OF THE ADJUTANT GENERAL
CAMP JOSEPH T. ROBINSON
NORTH LITTLE ROCK, ARKANSAS 72199-9600



ASA HUTCHINSON
GOVERNOR

KENDALL W. PENN
MAJOR GENERAL
THE ADJUTANT GENERAL

NGAR-HRO-EEM

20 August 2021

MEMORANDUM FOR All Directorates, Supervisors, and Title 5/Title 32 Federal Technicians

SUBJECT: The Adjutant General's Policy 2021-19, Technician Equal Employment Opportunity (EEO) Complaint Procedures

1. References:

a. 29 CFR 1613/1614 Federal Sector Equal Employment Opportunity, 9 November 1999.

b. DOD Directive 1440.1, Department of Defense Civilian Equal Employment Opportunity Program, 21 November 2003.

c. CNGBI 9601.01, National Guard Discrimination Complaint Program, 27 September 2015.

d. CNGBM 9601.01, National Guard Discrimination Complaint Process, 25 April 2017

e. Arkansas National Guard Joint Civilian Discrimination Complaint Process, 1 October 2017

2. The purpose of this memorandum is to provide equal opportunity to all employees and applicants for employment in every aspect of their employment and working conditions. This memorandum supersedes The Adjutant General's Policy 2018-09, Technician Equal Employment Opportunities (EEO) Complaint Procedures, dated 11 December 2017.

3. I enthusiastically support the goals and objectives of the Department Of Defense's Civilian Equal Opportunity Program. I am confident that supervisors and leaders at all levels will provide an environment free of unlawful discrimination and offensive behavior, thus ensuring that each individual is afforded an opportunity to achieve their full potential.

NGAR-HRO-EEM

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4. The EEO complaint procedure addresses complaints that allege unlawful discrimination or unfair treatment on the basis of race, color, religion, gender (includes sexual harassment), national origin, age, handicap and retaliation. As member of the Federal Technician Program you have the right to present a complaint without fear of harassment, intimidation, or reprisal. If you feel you are being sexually harassed or discriminated against based on color, race, religion, gender, national origin, age, handicap, or retaliation, do not hesitate to report it.

5. Filing an Informal EEO Complaint:

a. All EEO complaints must be processed informally prior to becoming formal, with the exception of age-based complaints. If discrimination or sexual harassment occurs one-on-one, you are not required to have witnesses to access the complaints channel.

b. EEO complaints process through an EEO Counselor or the HR-EEO Office within 45 Calendar days of the alleged discriminatory action. A list of EEO counselors is attached to this memorandum.

c. EEO Counselor will attempt to resolve the matter informally within 30 calendar days from the date the matter is first brought to the attention of the counselor. If the counselor is close to resolving the complaint, the counselor may request an extension of 30 calendar days.

d. The complainant can request the Alternative Dispute Resolution (ADR) process and be granted an extension of 60 days from initial counsel with the EEO counselor. If the complainant elects ADR and their complaint is not resolved in 90 days after the initial contact with the EEO Counselor, he or she can use the formal complaint process.

6. Processing the Formal EEO Complaint:

a. EEO Counselor will advise the complainant of their right to file a formal complaint within 15 calendar days after conducting the final interview to close the informal complaint stage.

b. Formal complaints must be filed on NGB Form 713-5-R, National Guard Bureau Formal Complaint of Discrimination, and submitted to the State Equal Employment Manager (SEEM), HRO, Bldg #7300, Box 17, Camp Robinson, NLR, AR 72199-9600 or The Adjutant General. Formal Complaint must be filed to National Guard Bureau within 15 calendar days counseling with the SEEM.

NGAR-HRO-EEM


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c. National Guard Bureau will conduct a fact-finding process or send an investigator to conduct an investigation. National Guard Bureau will forward a final decision to both The Adjutant General and the complainant. The complainant can appeal the decision made by National Guard Bureau.

7. A copy of this Memorandum is permanently posted on the unit bulletin board and in the work areas. **POST ON THE BULLETIN BOARD.**

8. Point of contact for the Technician Equal Employment Opportunity Complaint Procedures is the State Equal Employment Manager, 501-212-4231 or DSN 962-4231.

Encl
Counselors List



KENDALL W. PENN
Major General
The Adjutant General

List of Equal Employment Opportunity (EEO) Counselors

EEO counselors and the State Equal Employment Manger (SEEM) are available to all Civilian members of the Arkansas National Guard serving in a Title 5 competitive or excepted status, Title 32 dual-status technicians performing in technician status and applicants for technician employments, employment and supervisors todiscuss/advice and counsel on issues related to equal opportunity, discrimination or sexual harassment (includes gender, non-sexual or hostile work environment). The following personnel are available to assist you with the types of issues mentioned above:

<u>Name</u>	<u>Title</u>	<u>Location</u>	<u>Phone Number</u>	<u>Email</u>
SGT Emily Emerson	Counselor	Aviation	501-212-5666	emily.a.emerson3.mil@mail.mil
Vanessa Jordan	Counselor	DOMS	501-212-5143	vanessa.i.jordan.mil@mail.mil
2LT Janice Sawyer	Counselor	DCSIM	501-212-5930	janice.i.sawyer.mil@mail.mil
LTC Sandra Young	Counselor	DCSLOG	501-212-4421	sandra.y.young.mil@mail.mil
1Lt Delmy Osorio-Green	Counselor	188th Wing	479-573-5766	delmy.osorio-green@us.af.mil
MSgt Jessica Roles	Counselor	189th Airlift Wg	501-987-6068	jessica.roles@us.af.mil
CW2 Patrick Jacob	EO Spec	HRO	501-212-4222	patrick.d.jacob.mil@mail.mil
CW4 Veronica Austin	SEEM	HRO	501-212-4231	veronica.y.austin.mil@mail.mil

Contact information is to be posted on all facility and unit/wing bulletin boards and unit websites.