



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
Joint Force Headquarters - Virginia
1100 Bank Street
Richmond, Virginia 23219-3425

REPLY TO
ATTENTION OF

JFHQ-VA-AG

1 February 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy 11-24, Processing Military Equal Opportunity Complaints

1. I am fully committed to the Equal Opportunity process. It is incumbent upon all Commanders to ensure that complaints of discrimination are processed in accordance with National Guard Regulation 600-22/ ANGI 36-3. Equal Opportunity is the right of every member of the Virginia National Guard and is an important part of our organizational priorities.
2. Complaints of discrimination filed by Active Guard and Reserves (AGR) soldiers and Soldiers who are Active Duty Operational Support (ADOS) must be filed 180 days from the date of the alleged discrimination or when the complainant should have known. Full-time personnel on behalf of and in coordination with the commander will process the complaint. Commanders will have 14 days from receipt to process informal discrimination complaint to resolve the complaint. If the complaint is not resolved the complainant can withdraw the complaint or file a formal complaint by signing the NGB form 333 and checking and initialing the formal box.
3. If the complainant decides to file a formal complaint, it will be filed with the next higher commander. The commander must request an NGB complainant number from the State Equal Employment Manager (SEEM) within 72 hours of receipt of the formal complaint and initiate a reprisal prevention plan. The commander will have 14 days to process the complaint. The process includes completing a procedural review to determine acceptance, dismissal or referral. Commander's will complete an inquiry or investigation, an SJA legal review, attempt resolution and take corrective action as appropriate.
4. At each level, the commander will conduct an additional inquiry, if necessary attempt resolution and/or forward to the next echelon if no resolution is made. Complainants will automatically appeal to the next command level when 14 days have expired. If the complaint remains unresolved, it would continue to go to the next higher command until it reaches the Adjutant General for processing.
5. Complaints of discrimination filed by traditional Guardsmen must be filed 180 days from the date of discrimination or when the complainant should have known. The chain of command will be the primary channel for resolving complaints. Allegations of discrimination will be referred for processing by the lowest command level. Commanders will have 30 days from receipt or through the following drill to process and to try to resolve the complaint. If the complaint is not resolved the complainant can withdraw the complaint or file a formal complaint by signing the NGB form 333 and checking and initialing the formal box.

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6. If the complainant decides to file a formal complaint, it will be filed with the next higher commander. The commander must request an NGB complainant number from the State Equal Employment Manager (SEEM) within 72 hours of receipt of the formal complaint and initiate a reprisal prevention plan. The commander at the lowest level will have 60 days to process the complaint. They must complete a procedural review to determine acceptance, dismissal or referral. Commander's will complete an inquiry or investigation, an SJA legal review, attempt resolution and take corrective action as appropriate.
7. At each level, the commander will have 30 days or through the next drill to conduct an additional inquiry, if necessary attempt resolution and/or forward to the next echelon if no resolution is made. Complainants will automatically appeal to the next command level when 30 days has expired. If the complaint remains unresolved, it would continue to go to the next higher command until it reaches the Adjutant General for processing.
8. It is imperative that commanders at all levels follow the procedures listed above to ensure timely processing of discrimination complaints. Commanders should try to resolve all complaints at the lowest level. Mediation is available to help resolve conflicts at the unit level.
9. Questions regarding this policy may be addressed through the State Equal Employment Manager's office.
10. This policy will be permanently displayed on all bulletin boards.


DANIEL E. LONG JR.
MG, VaARNG
The Adjutant General

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