

The Equal Opportunity (EO) Program in the PA National Guard



Equal Opportunity Program

OVERVIEW

- Leadership
- EO Program Overview
- CDR/CSM/1SG Responsibilities
- Complaint Process
- Command Climate Surveys
- Ethnic Observances
- Summary

Equal Opportunity Program

LEADERSHIP

Not Every Leadership Challenge Is
An Equal Opportunity Issue...

But Every Equal Opportunity
Issue Is A Leadership Challenge!



Equal Opportunity Program

LEADERSHIP

HOW WE'RE THE SAME

**Human Beings - All the
same species**

**Sworn to Support & Defend
the U.S. Constitution**

Institutional Values

A Common Mission

HOW WE'RE DIFFERENT

National Origin

Race

Color

Gender

Sexual Orientation

Religion

TRUST, COHESION & READINESS

Equal Opportunity Program

Equal Opportunity Policy

- The U.S. Army will provide equal opportunity and fair treatment for military members, family members, and DA civilians without regard to race, color, gender, religion, or national origin and provide an environment free of unlawful discrimination or harassment
- EO is a responsibility of the commander and a function of leadership
- Positive human relationships are essential for team building and ensuring a high state of combat readiness
- Applies to on/off post; duty/non-duty hours; work, living, recreational environments

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EQUAL OPPORTUNITY REFERENCES

- AR 600-20 Army Command Policy
- CNGBI 9651.01 National Guard Diversity & Inclusion
- CNGBM 9601.01 National Guard Discrimination Complaint Process
- CNGBM 0402.01 Alternative Dispute Resolution Procedures
- TC 26-6 Commander's Equal Opportunity Handbook
- Defense Equal Opportunity Management Institute at <https://deomi.org/>
- Army National Guard EO & Diversity at <https://gkoportal.ng.mil/arng/STAFF/D07/SitePages/Home.aspx>

Equal Opportunity Program

EO Program Goals

Provide EO for military personnel, and family members, both on and off post and within the limits of the laws of localities, states, and host nations.

Create and sustain effective units by eliminating discriminatory behaviors or practices that undermine teamwork, mutual respect, loyalty, and shared sacrifice of the men and women of America's Army.

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What Causes Conflict?

- Insensitive remarks and comments
- Harsh and abusive command climate
- Mishandling EO complaints
- Improper investigating officer actions/process
- Not participating in EO training ... setting priorities



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EO ADVISORS (EOA)

- At Brigade level (1 per Brigade). Appointed by Unit Commander. EOAs complete 80hr online course and 4 week resident course at Defense Equal Opportunity Management Institute (DEOMI)

Responsibilities of EOAs

- Oversee Equal Opportunity Leaders (EOLs)
- Manage unit level EO training and command Special Observances
- Understand & articulate EO Policies; advise CDR on EO issues and in developing command EO program and policy letters
- Assist CDRs in conducting Command Climate Surveys
- Receive and process EO complaints in coordination with State Equal Employment Manager (SEEM)

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EO LEADER (EOL)

- At Battalion and Company Level (1 per Co). Appointed by Unit Commander. EOLs complete 6-day EOL Course (EOLC) through State NG EO.

Responsibilities of EOLs

- Conduct unit level EO training
- Assist CDR in conducting Command Climate Surveys
- Promote Special Observances
- Can assist with, but not process, EO complaints in coordination with EOA

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CDR's RESPONSIBILITIES

- EO Officer, assisted by EOAs, EOLs & Other Staff
- Appoint EOA and/or EOLs
- ID Discriminatory Practices Affecting Soldiers & Families
- Conduct 1-2 hours of EO/SHARP Training Annually
- Post EO Policy Letters: *EO Program, SHARP, & Complaint Procedures*
- Conduct Command Climate Survey (CCS) within 120 days of taking command and annually thereafter

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CSM/1SG Role

- Enforces Army Policies and Standards
- Advises the Commander on:
 - Maintaining a Positive EO Climate
 - Conducting EO Training
 - Monitoring the EO Complaint Process
- Responsible for Ensuring EO is an Integral Part of the Command's NCO Professional Development Program (NCOPD)
- Monitor Special Observances Coordination
- Monitor Duties and Responsibilities of the EOA/EOL
- Mentors the EOA/EOL



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EO Complaints

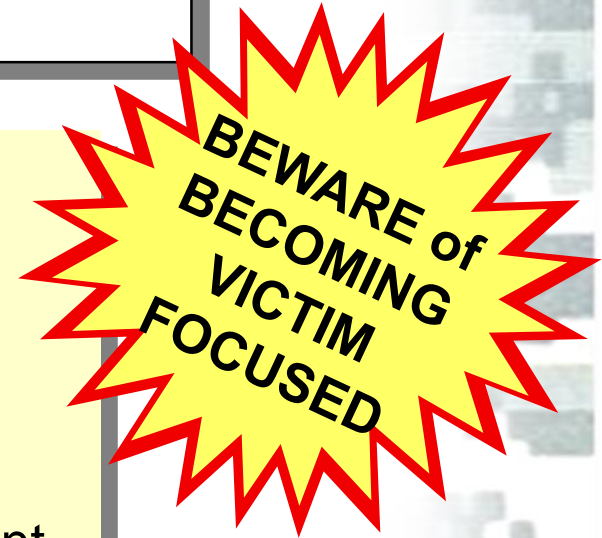


STANDARD - Promptly and thoroughly act on every complaint.



Commander's Role

- Act on All Reports
- Respond Promptly
- Be Impartial
- Care about Soldiers
- Provide Feedback to the Complainant
- Prevent Reprisal



Look for Underlying Issues in Ordinary Problems

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COMPLAINT PROCEDURES

- Chain of Command Has PRIMARY Responsibility for Handling EO Complaints
- ALTERNATE CHANNELS
 - Higher Echelon In The Chain of Command
 - EO Advisor (EOA)
 - State Equal Employment Manager (SEEM)
 - Inspector General, Staff Judge Advocate, or Chaplain
 - Medical Agencies

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How to file a complaint or resolution request

Informal Resolution Request (Complaint) at Unit/State level:

- Complainant must file with chain of command or EO Advisor (EOA) verbally or in writing within 180 days of incident. NGB Form 333 completed and submitted to SEEM within 7 days.
- An Inquiry Official may be assigned to fact-find and complete a Leadership Inquiry Report used to propose a resolution
- Command/State has up to 180 calendar days to process the complaint

Formal Resolution Request (Complaint) at State/NG Bureau level:

- If not satisfied with outcome of above, complainant may file a formal complaint with their EOA or SEEM using NGB Form 333
- SEEM forwards complaint to NGB-EO
- An Investigating Officer (IO) will be assigned; IO has 45 days to conduct investigation and submit report with findings
- Recommendations made; if unsatisfied complainant can request a hearing

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INDIVIDUAL RIGHTS & RESPONSIBILITIES

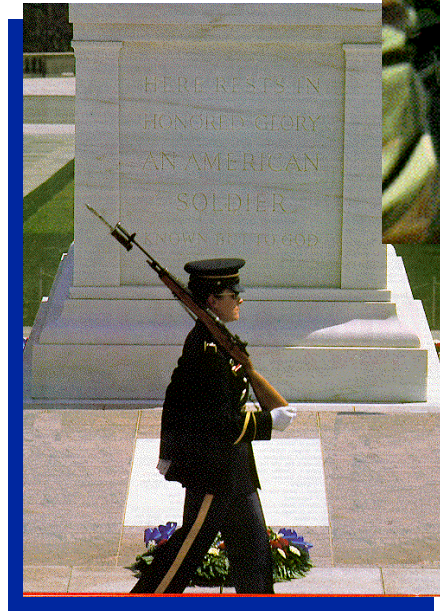
- If Comfortable, Attempt to Resolve by Telling the Offender To STOP!
- Present a Complaint w/o Fear of Intimidation or Reprisal
- Communicate with the Chain of Command About the Complaint
- Receive Assistance When Submitting a Complaint
- Receive Training on the EO Complaint Process
- Advise the Command of the Complaint Specifics & Give the Command an Opportunity to Resolve the Issue
- Submit Only Legitimate Complaints & Exercise Caution Against Unfounded or Reckless Charges

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COMMAND CLIMATE SURVEYS

MANDATORY for Co CDR, voluntary for BN CDR

- Anonymous Responses
- Download from Internet
www.deomi.org/
- Administer within 120 days of assuming command and annually thereafter
- Paper-and-pencil version OR online version
- EOA and EOLs can assist with the assessment



Equal Opportunity Program

SPECIAL OBSERVANCES

Conducted to recognize the continuous achievements of all Americans to American culture and to increase awareness, mutual respect, and understanding.

Designed to enhance cross-cultural awareness and promote harmony.

JANUARY- Martin Luther King Jr.'s birthday

FEBRUARY- National African American/Black History Month

MARCH- National Women's History Month

APRIL- National Sexual Assault Awareness & Prevention Month

MAY- Asian American & Pacific Islander Heritage Month

JUNE- LGBT Pride Month

JULY- 4th of July

AUGUST- Women's Equality Day

SEPTEMBER- National Hispanic Heritage Month & Suicide Prevention
& Awareness Month

OCTOBER- National Disability Employment Awareness Month

NOVEMBER- National American Indian Heritage Month

DECEMBER- Christmas, Hanukkah, Kwanzaa

OTHER- Days of Remembrance & Holocaust Remembrance Day, Ramadan

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Training in Prevention of Sexual Harassment

OBJECTIVES

- UNDERSTAND AND APPLY ARMY POLICY
- INCREASE YOUR KNOWLEDGE OF AND ABILITY TO
RECOGNIZE SEXUAL HARASSMENT
- INCREASE YOUR ABILITY TO DEAL WITH SEXUAL HARASSMENT
- APPRISE YOU OF YOUR RIGHTS AND RESPONSIBILITIES

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ARMY'S ZERO TOLERANCE

ANY PERSON IN A SUPERVISORY OR COMMAND POSITION WHO USES OR CONDONES IMPLICIT OR EXPLICIT SEXUAL BEHAVIOR TO CONTROL, INFLUENCE, OR AFFECT THE CAREER, PAY, OR JOB OF A MILITARY MEMBER OR CIVILIAN EMPLOYEE IS ENGAGING IN SEXUAL HARASSMENT.

SIMILARLY, ANY MILITARY MEMBER OR CIVILIAN EMPLOYEE WHO MAKES DELIBERATE OR REPEATED UNWELCOMED VERBAL COMMENTS, GESTURES, OR PHYSICAL CONTACT OF A SEXUAL NATURE IS ALSO ENGAGING IN SEXUAL HARASSMENT.

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KINDS OF SEXUAL HARASSMENT

QUID PRO QUO

“This for That”

Making sexual favors a condition of employment or the basis for favorable or unfavorable employment decisions.

HOSTILE WORK ENVIRONMENT

Conduct that unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

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PHYSICAL SEXUAL HARASSMENT: NOTE THAT UNWANTED PHYSICAL TOUCHING COULD BE FILED AS SEXUAL ASSAULT!!!

- TOUCHING
- PATTING
- PINCHING
- BUMPING
- GRABBING
- CORNERING
- HUGGING
- KISSING
- PLAYING FOOTsie/KNEESIE
- BLOCKING A PASSAGEWAY
- UNSOLICITED BACK AND KNEE RUBS
- UNSOLICITED CLOTHING ADJUSTMENTS

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VERBAL SEXUAL HARASSMENT

- Jody calls of a sexual nature
- Barking, growling, oinking or whistling at passerby which indicates your perception of their physical appearance
- Sexually oriented remarks about another's sexual activity, linking it to threats to job, grade, etc
- Sexually degrading language, profanity
- Promises of rewards or benefits for "cooperating"
- Telling jokes with sexual connotations
- Personal inquiries unrelated to the work environment
- Referring to co-workers as "Honey", "Baby", "Dear", "Sweetheart"

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NON VERBAL SEXUAL HARASSMENT

- Sexually oriented entertainment at functions
- Leering or ogling of another's body, giving them the "once over"
- Gestures made with intentional sexual overtones, such as blowing kisses, licking lips, winking
- Leaving sexually oriented cartoons, picture magazines
- Ashtrays, coffee cups, figurines depicting nudes or designed to represent sexual parts of the anatomy
- Manipulation of parts of the anatomy or clothing related to these parts

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What Can You Do?

Leaders

- Take immediate and corrective action
- Look for evidence of illegal or improper behavior
- Document action taken

Equal Opportunity Program

Joint Force Headquarters EO Personnel

STATE EQUAL EMPLOYMENT MANAGER

- DR. MILLICENT J. CARVALHO-GREVIOUS (717) 861-8520

STATE EQUAL EMPLOYMENT SPECIALIST

- SFC PATTY M. LUNDSTED (717) 861-8934

EQUAL OPPORTUNITY ADVISORS (EOAs)

- DR. MILLICENT J. CARVALHO-GREVIOUS (717) 861-8520

EQUAL OPPORTUNITY LEADERS (EOLs)

- MSG JENNIFER JORDAN
- SFC NSILO SAMUELS
- SSG GERALD SCHILLING

Equal Opportunity Program

Conclusion

- A Healthy Command Climate should embrace Diversity and ensure that all personnel are treated Fairly, with Dignity and Respect
- Commanders are the EO Officers for their Units; Commanders and First Sergeants set the tone for their Command Climate
- Sexual Harassment & discrimination will be defeated only by Command involvement and Strong Leaders

Equal Opportunity Program

Points of Contact

**State Equal Opportunity Manager (SEEM)
717-861-8520**

**Equal Employment Specialist
717-861-8934**