



DEPARTMENTS OF THE ARMY AND AIR FORCE  
Illinois Army and Air National Guard  
1301 North MacArthur Boulevard, Springfield, Illinois  
62702-2399

DMAIL-HRO-EE

5 June 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment of Equal Employment Opportunity Counselors

1. Effective immediately, the following individuals are appointed as Equal Employment Opportunity Counselors under the authority of NGR 690-600/ANGR 4-01613. This list supersedes the appointment of previous counselors dated 1 October 1998:

<u>Name</u>	<u>Army National Guard</u>	<u>Location</u>
SSG Curtis Rowen		1/202 ADA, Kewanee
Ms. Deanne Smith		USPFO, Springfield
WO1 Kathy Silveus		129 <sup>th</sup> RTI, Springfield
SFC David Tasker		OMS #3, N. Riverside
CSM Ralph Sanders		2/123 FA BN, Milan
CW2 Robert Clauson		1544 <sup>th</sup> Trans, Paris
SSG Victor deAvila		CSMS #2, N. Riverside
MAJ Michael Hearr		HHC 1/131, Joliet
CPT Steve Rouse		2/122 FA BN, Chicago
MSG Gary Wilkerson		HHB, 3/123 FA BN, Marion
2LT Eric Smith		DOL, Springfield
SSG Gustavo Chacin		Det 6, STARC, Crestwood
SFC Esther Yangas		1/205 (AS) Med, N. Riverside
SSG Pamela Lutz		634 <sup>th</sup> FSB, Sullivan
2LT Benjamin Shakman		Det 4 STARC, Springfield
SSG Kenneth Nolte		AASF #3, Peoria
SFC Billy Pace		HQ 66 <sup>th</sup> IN BDE, Decatur

<u>Name</u>	<u>Air National Guard</u>	<u>Location</u>
MSgt Christina Rizzo		126 <sup>th</sup> ARW, Scott AFB

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SUBJECT: Appointment of Equal Employment Opportunity Counselors

Air National Guard Continued

<u>Name</u>	<u>Location</u>
SSgt Levi Bridges	126 <sup>th</sup> ARW, Scott AFB
MSgt Rachel Williams	126 <sup>th</sup> ARW, Scott AFB
SMgt George Huber	182 <sup>nd</sup> AW, Peoria
MSgt John Hudson	182 <sup>nd</sup> AW, Peoria
MSgt Van Dusen	182 <sup>nd</sup> AW, Peoria
MSgt Sharon Gabriel	183 <sup>rd</sup> FW, Springfield

2. The duties required of an EEO Counselor are in addition to regularly assigned duties. When an EEO Counselor is working on an inquiry for complaint clarification, the individual's responsibilities as an EEO Counselor becomes his/her primary duty until the inquiry is resolved or it becomes a formal complaint. A copy of a sample addendum for position descriptions for collateral duties as an EEO Counselor is attached. Supervisors of AGR personnel may refer to the sample letter to assist with writing appropriate officer/non-commissioned officer evaluations.

3. Attached is a copy of the new EEO Counselor poster that will replace the December 1998 version directed in the EO/EEO posting requirements.

4. These duties are effective until otherwise relieved by proper authority.

FOR THE ADJUTANT GENERAL:



CRAIG R. HEISE  
COL, GS, IL ARNG  
Personnel Director

Encl.  
DISTRIBUTION:  
A&B

SAMPLE  
(ADDENDUM FOR COLLATERAL DUTIES FOR EEO COUNSELORS)

PDCN: XXXXXXXX

TITLE/PAY PLAN/SERIES/GRADE:

LOCATION OF POSITION: Unit Name  
Unit Address

Performs collateral duties as Equal Employment Opportunity Counselor. Serves as the first contact for National Guard technicians who believe they have been discriminated against on an individual or class basis. Responsible for advising complainants of their rights and options. Identifying and clarifying the issues involved, attempting resolution of the complaint, and documenting these actions. Specifically:

a. Advises the aggrieved person(s) of the provisions of the laws and Federal and National Guard Regulations regarding what constitutes illegal discrimination and how complaints are processed. Assists the complainant in identifying and defining the specific acts that the complainant perceives to be discriminatory and counsels the complainant on possible means of redress.

b. Conducts an informal inquiry into allegations raised by the complainant, maintaining confidentiality when requested by the complainant. Meets with supervisors, managers, and personnelists to tactfully elicit information and to seek ways of resolving the complaint to the mutual satisfaction of the complainant and management. Counsels management officials on provisions of laws and Federal and National Guard Regulations on applicable to the case at hand.

c. Advises the State Equal Employment Manager (SEEM) regarding the status and progress of on-going counseling and seeks the SEEM's assistance and guidance on complex and sensitive issues.

d. If the complaint is not resolved within the time limits established by regulation, advises the complainant on how to file a formal complaint and offers assistance in the preparation of the complaint. Prepares a written report of counseling efforts, inquiry, attempts at resolution, and advice provided to the complainant and management officials and submits the report to the SEEM.

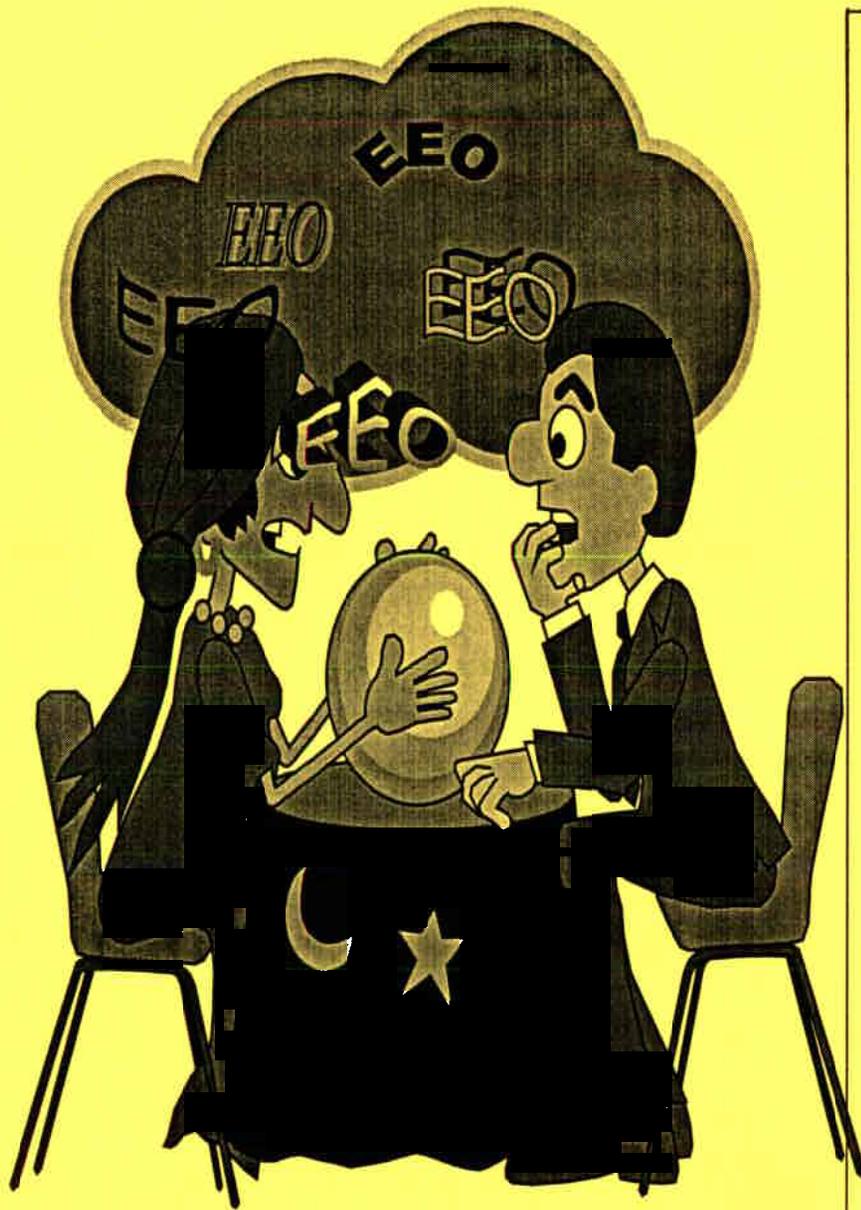
Incumbent works under the general supervision of the SEEM who provides guidance and advice on complex cases, reviews written reports, and ensures timely accomplishment of counseling activities.

\_\_\_\_\_  
Signature of the Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of First Line Supervisor

\_\_\_\_\_  
Date



Any questions may be referred to the State Equal Employment Office at (217) 761-3518

DMAIL-HRO-EE 25 May 2000

Supersedes December 1998 version

# Equal Employment Opportunity Counselors

## ILLINOIS ARMY NATIONAL GUARD

SSG Curtis Rowen	Kewanee
Ms. Deanne Smith	Springfield
WO1 Kathy Silveus	Springfield
SFC David Tasker	N. Riverside
CSM Ralph Sanders	Milan
CW2 Robert Clauson	Paris
SSG Victor deAvila	N. Riverside
MAJ Michael Hearn	Joliet
CPT Steve Rouse	Chicago
MSG Gary Wilkerson	Marion
2LT Eric Smith	Springfield
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## ILLINOIS AIR NATIONAL GUARD

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