




NED LAMONT  
GOVERNOR  
COMMANDER-IN-CHIEF

STATE OF CONNECTICUT  
ADJUTANT GENERAL'S OFFICE  
MILITARY DEPARTMENT  
360 BROAD STREET, HARTFORD, CONNECTICUT 06105-3706

FRANCIS J. EVON, JR.  
MAJOR GENERAL

To: ALL EMPLOYEES  
From: Francis J. Evon, Jr., The Adjutant General   
Date: March 8, 2019  
RE: SUMMARY OF OBJECTIVES OF THE AFFIRMATIVE ACTION PLAN

Each year the Plan contains relevant affirmative action initiatives for the biennial reporting period from January 1<sup>st</sup> to December 31<sup>th</sup>. The Plan is utilized as a tool to assist in the effort and realization of Equal Employment Opportunity ("EEO") and Affirmative Action ("AA") for all individuals, regardless of the following: age, ancestry/alienage, color, disability including physical, learning, past or present mental or intellectual, gender/sex, genetic information, gender identity or expression, national origin, prior arrest/criminal record (unless it is for state licensing or employment), race, religious creed, harassment (including pregnancy and/or sexual harassment), sexual orientation, transgender status, veteran status or workplace hazards to reproductive systems unless the provisions of §46a-60(b), §46a-80(b) or §46a-81(b) of the Connecticut General Statutes are controlling or there is a bona-fide occupational qualification excluding persons in one of the above protected groups.

Included in the Plan are an analysis of the State of CT Military Department's (CMD) workforce by race and gender/sex within each occupational category and a comparison of the workforce to the availability of these individuals in the relevant labor market area. Where a disparity exists, numerical goals and timetables have been established to assist in achieving parity. CMD will review its employment processes on an ongoing basis to assure that all processes and procedures are administered in accordance with equal employment opportunity and affirmative action guidelines.

All CMD employees will be encouraged to review the Plan and submit comments about the Plan to Anthony Lewis, Human Resources Manager/EEO Designee by phone (860)548-3248, or email [anthony.lewis@ct.gov](mailto:anthony.lewis@ct.gov) by December 31 biennially. Copies of the Affirmative Action Plan will be available for review at the CMD's Human Resources Office and on the CMD Website. All relevant EEO Policy Statements that are contained in the Plan will be forwarded and publicly posted for review and acknowledgement by all CMD employees and posted on the CMD's EEO/AA Intranet website. All policy statements are also included in the Military Department Employee Handbook.

CMD will make every good faith effort to achieve the objectives, goals and timetables as set forth in the Affirmative Action Plan and will hold all employees accountable for their responsibilities in helping achieve its objectives.

860 524-4953

*An Affirmative Action/Equal Employment Opportunity Employer*



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**Summary of Objectives**  
**Affirmative Action Plan**

- 1) Continue to make the Affirmative Action Plan available for review by all employees, employee unions and other interested parties.
- 2) Implementation of Hiring Goals as outlined in the Affirmative Action Plan.
- 3) Maintain and update lists of minority and women's organizations to increase the availability of a diverse applicant pool.
- 4) Continue the use of open competitive examinations where appropriate, to increase the available minority applicants.
- 5) Continued use of the follow-up process for protected group applicants on Certification Lists who fail to respond to the initial interview letter.
- 6) Invite a diverse pool of candidates in for interviews from Certification Lists to ensure that protected group members are available for selection.
- 7) The Human Resources Manager will continue to review all non-competitive and competitive positions, as they become vacant to determine if they are properly classified. This could improve the promotional and entry-level opportunities available to protected group members if the proper job specification is utilized to match the requirements of the position.
- 8) Implement Program Goals.

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