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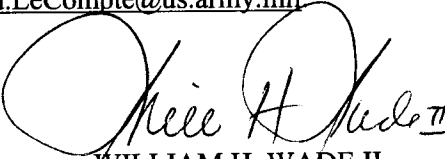
CAJS-J1-HR-EEO

14 July 2006

MEMORANDUM FOR ALL COMMANDERS, DIRECTORS, MANAGERS, SUPERVISORS AND
EMPLOYEES OF THE CALIFORNIA NATIONAL GUARD

SUBJECT: Affirmative Employment Program Policy

1. The California National Guard is fully committed to ensuring that every technician enjoys the right of equal treatment in his/her work place. Decisions based on non-merit factors such as race, color, religion, national origin, gender, age, and physical/mental disability are illegal.
2. The Affirmative Employment Program (AEP) Policy is found in Presidential Executive Orders, Title VII of the Civil Rights Act of 1964, as amended, Age Discrimination in Employment Act of 1974, Equal Pay Act of 1962, as amended, and the Vocational Rehabilitation Act of 1973, as amended.
3. The purpose of an AEP is to reverse effects of past discrimination by using strategic goals and objectives within the Equal Employment Opportunity (EEO) Program. Managers and supervisors will be held accountable for their commitment and consistency for specific action items from the AEP. Management commitment and pro-active support are vital, from all levels, to assure program success.
4. Discrimination has a negative impact on our entire agency. Managers and supervisors will be held accountable to administer hiring, placement, and training which are free of prejudice and stereotypes. Personnel actions (selections, transfers, promotions, reductions, disciplinary actions, separations, RIFs, etc.) affecting technicians will be monitored to identify trends that may reflect non-compliance with AEP and federal law. Identification of any disparate impact, disparate treatment, or adverse trends will allow us to identify and eliminate personnel policies and procedures that are defined as illegal discrimination.
5. As a statement of my commitment to the AEP, I will require EEO to be a major performance critical element of all managerial and supervisory personnel. This action will ensure commitment, accountability, and support for our responsibilities of a pro-active AEP.
6. I encourage all California National Guard technicians to share in my commitment to AEP and support our goals and objectives.
7. If there are any questions, please contact Mr. Ferdinand LeCompte, State Equal Employment Manager, at (916) 854-3646, or email him at Ferdinand.LeCompte@us.army.mil


WILLIAM H. WADE II
Major General
The Adjutant General