



OFFICE OF THE ADJUTANT GENERAL

North Dakota National Guard
PO Box 5511
Bismarck, North Dakota 58506-5511

NGND-TAG-Z

7 November 2011

MEMORANDUM FOR All Employees and Members of the North Dakota National Guard and Applicants for Employment with the North Dakota National Guard

SUBJECT: Equal Opportunity/Equal Employment Opportunity Policy (Joint Policy 11-16)

1. The policy of the North Dakota National Guard is to ensure that everyone is afforded equal opportunity of employment, assignment, promotion, and other personnel actions. Any discrimination based on race, color, religion, gender (including sexual harassment), national origin, or reprisal for having engaged in a protected EO activity violates policies and regulations and will not be allowed. It is the responsibility of each of us to carry out the spirit and intent of the directives and laws on Equal Opportunity (EO) and Equal Employment Opportunity (EEO). Discrimination of any kind will not be tolerated.
2. I expect all commanders, leaders, and supervisors to create and sustain a climate that fosters human dignity, fairness, and respect. Any allegations of inappropriate conduct will be equitably and expeditiously addressed, and appropriate action will be taken.
3. Service Members will use the command's EO complaint process. They should report all violations to their chain of command and work to resolve issues at the lowest command level. However, Service Members may always seek assistance and guidance from other supporting offices like the Inspector General and the Judge Advocate. EO Leaders and EO Advisors are trained to assist with the complaint process as outlined in NGR 600-22/ANGI 36-3, *National Guard Military Discrimination Complaint System*.
4. Federal Technicians will utilize the EEO complaint process. Technicians will bring incidents of discrimination to the attention of their supervisors, an EEO Counselor, or the State Equal Employment Manager. Any discrimination based on race, color, religion, gender (including sexual harassment), national origin, age, disability, genetic information, or reprisal for filing a complaint or participating in the EEO process is unlawful and will not be tolerated. Refer to NGR (AR) 690-600/NGR (AF) 40-1614, *National Guard Civilian Discrimination Complaint System*, for specific guidance.
5. State employees will report discrimination to their supervisors, the State Personnel Office, or the State Equal Employment Manager. Any discrimination based on race, color, religion, gender (including sexual harassment), national origin, age, disability, genetic information, or reprisal for filing a complaint or participating in the EEO process is illegal and will not be condoned. The status of the employee's supervisor will factor into which complaint process will be utilized.
6. A copy of this letter will be posted on bulletin boards of all armories and facilities of the NDNG.

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7. This policy is effective immediately and will remain in effect until superseded or revoked.
8. Questions regarding this policy should be directed to the State Equal Employment Manager at 701-333-3236.



DAVID A. SPRYNCZYNATYK
Major General, NDNG
The Adjutant General