



INDIANA JOINT FORCES HEADQUARTERS
NATIONAL GUARD
2002 South Holt Road
Indianapolis, Indiana 46241-4839



NGIN-PEH-EE0

21 April 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Number 3-14: Equal Opportunity (EO) in the Indiana Army and Air National Guard

1. Equal opportunity is an essential element of readiness that is vital to the accomplishment of our mission. Therefore, it is the responsibility of each member of the Indiana National Guard (INNG) to promote the personal and professional development of subordinates; ensure the fair, respectful treatment of assigned personnel; and establish a workplace and overall command climate that fosters dignity and respect for all members of the Guard. Unlawful discrimination based on race, color, religion, national origin or sex, including sexual harassment, is strictly prohibited. Reprisal against an individual for having engaged in a protected Equal Opportunity activity is prohibited regardless of whether the protected activity pertained to the civilian or military program.

I expect every Soldier and Airman of the Indiana National Guard to support the legitimate rights of and encourage the aspirations of every individual. We must all work together to achieve a human relations culture in which everyone can realize their full potential.

2. My policy on discrimination is clear. Each member of the Indiana National Guard will be provided equal treatment with dignity and respect. All allegations of discrimination and sexual harassment will be immediately addressed and appropriate corrective action taken.

3. **DISCRIMINATION COMPLAINTS:** A complaint must be filed within **180 days** from the date of the alleged discrimination or the date the individual became aware or reasonably should have become aware of the discriminatory event or action. Complaints will be handled informally initially, attempting resolution at the lowest level. Mediation, facilitation, or other Alternative Dispute Resolution (ADR) techniques will be offered to resolve issues. Formal complaints may be filed when informal resolution attempts are unsuccessful.

4. The chain of command is the primary channel for resolving discrimination complaints. It is a mission imperative for commanders to be able to assist the complainant, inquire into the issues and allegations, take corrective action, and to attempt to resolve the complaint, where possible. Informal equal opportunity complaints must be filed with an Equal Opportunity Advisor (EOA) or the State Equal Employment Manager (SEEM).

5. Commanders, managers or other supervisors will ensure the widest possible dissemination to their personnel and ensure the policy is posted on bulletin boards and websites. Equal Opportunity Professionals on my staff are available to advise and assist individuals, commanders, management officials, and supervisors in addressing issues of sexual harassment.

6. Questions regarding this policy should be directed to Ms. Janice Taylor, State Equal Employment Manager, located within the Human Resource Office, 3762 W. Morris St., Indianapolis, IN 46241, or call (317) 247-3237.

7. A copy of this memorandum will be posted on the bulletin board of each organization/facility.

8. This memorandum supersedes policy number 3-12 dated 15 Dec 2012.

R. MARTIN UMBARGER
Major General, INARNG
The Adjutant General

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