MILITARY DIVISION, STATE OF IDAHO
4040 W. GUARD STREET, BLDG 600
BOISE, IDAHO 83705-5004

C. L. "BUTCH" OTTER
GOVERNOR

THE ADJUTANT GENERAL
GARY L. SAYLER

Expires December 2014

NGID-TAG

October 2013

MEMORANDUM FOR All Members of the Idaho Military Division, Idaho National Guard, Bureau of Homeland Security

SUBJECT: Idaho Military Division - Nondiscrimination Briefing Compliance Certification (IDNG-16)

1. Statutory Authorities: Titles VI and VII of the Civil Rights Action of 1964, as amended.

2. References:

a. NGR (AR) 690-600/NGR (AF) 40-1614 (*National Guard Civilian Discrimination Complaint System*), Volumes I and II.

b. NGR 600-22/ANGI 36-3 (*National Guard Military Discrimination Complaint System*).

c. NGR 600-23/ANGR 30-12, *Nondiscrimination in Federally Assisted Programs.*

d. HQ IDNG IMD-3, *State Employee Personnel Regulations,* Chapter 8.

3. I provide the enclosed *Official Notice* (Enclosure 1) to all personnel in the Idaho National Guard via print in the Gem State Guardian and The Beacon twice a year, near the months of June and December. State personnel will receive this Notice via email from the State Personnel Office in June and December of each year. Compliance will ensure that personnel are aware that all actions within the Idaho Military Division are to operate on a nondiscriminatory basis in compliance with Titles VI and VII of the Civil Rights Act of 1964, as amended.

4. The State Equal Employment Manager (SEEM) will document that the *Official Notice* was provided to employees. Documentation will include a copy of the page from The Revelleer and The Beacon, and a hard copy of the State Personnel Office email sent to State Employees.

5. Commanders, managers and supervisors will ensure that the enclosed *Official Notice* is posted on official bulletin boards. The *Official Notice* at Enclosure 1 is an updated version, so replace the copy that you have on your bulletin board with this updated copy.

6. Point of contact is LtCol Beverly Bracewell, SEEM, 4794 General Manning Ave., Building 441, Gowen Field, commercial (208) 422-4223 or beverly.a.bracewell.mil@mail.mil.

GARY L. SAYLER
Major General
Commanding General, IDNG

Encl

DISTRIBUTION:
Special

OFFICIAL NOTICE

THE COMMANDING GENERAL HAS FILED A STATEMENT WITH THE NATIONAL GUARD BUREAU GIVING ASSURANCE THAT THE ARMY NATIONAL GUARD AND THE AIR NATIONAL GUARD PROGRAMS AND ACTIVITIES OF THE STATE OF IDAHO MILITARY DIVISION ARE BEING, AND WILL CONTINUE TO BE, CONDUCTED IN SUCH A MANNER THAT NO PERSON WILL BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE OTHERWISE SUBJECT TO DISCRIMINATION UNDER ANY PROGRAM OR ACTIVITY OF THE IDAHO MILITARY DIVISION ON THE GROUNDS OF RACE, SEX (TO INCLUDE SEXUAL HARASSMENT), COLOR, RELIGION, NATIONAL ORIGIN, OR REPRISAL UNDER TITLE VI, AND ALSO AGE OR DISABILITY UNDER TITLE VII.

ANY PERSON WHO BELIEVES HIMSELF OR HERSELF OR ANY SPECIFIC CLASS OF INDIVIDUALS TO BE SUBJECTED TO DISCRIMINATION IN VIOLATION OF THE ABOVE STATEMENT MAY FILE A COMPLAINT BY HIMSELF OR HERSELF OR BY AN AUTHORIZED REPRESENTATIVE. THE COMPLAINT SHALL STATE ALL THE FACTS AND CIRCUMSTANCES, IN WRITING, AND SHALL BE FILED WITH THE STATE EQUAL EMPLOYMENT MANAGER, UNIT/ORGANIZATION COMMANDER OR ACTIVITY SUPERVISOR, OR THE COMMANDING GENERAL, IDAHO. FOR ADDITIONAL INFORMATION, SEE NGR 600-23/ANGR 30-12 (NONDISCRIMINATION IN FEDERALLY ASSSITED PROGRAMS), NGR (AR) 600-22/ANGI 36-3 (NATIONAL GUARD MILITARY DISCRIMINATION COMPLAINT SYSTEM), NGR (AR) 690-600/NGR (AF) 40-1614, VOL I & II (NATIONAL GUARD CIVILIAN DISCRIMINATION COMPLAINT SYSTEM), OR HQ IDNG (STATE) 3 (STATE EMPLOYEE PERSONNEL REGULATIONS). YOU MAY ALSO CONTACT THE STATE EQUAL EMPLOYMENT MANAGER.

GARY L. SAYLER
MAJOR GENERAL
COMMANDING GENERAL