



MILITARY DIVISION, STATE OF IDAHO

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**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 – Equal Employment Opportunity/Equal Opportunity Policy
(IDNG-27)

1. All Idaho Military Division employees and applicants for employment will receive fair and equitable treatment per Title VI and VII of the Civil Rights Act of 1964, as amended. This includes, but is not limited to, equal treatment in recruitment, hiring, promotions, awards, and disciplinary actions. We must also hold those who do business with the DOD to full compliance with the policies governing equal opportunity. All members, supervisory and non-supervisory alike, must share in this responsibility. I want to ensure that we have a command climate that encourages any employee to freely identify and report injustices and discrimination in any form, without the threat of intimidation or reprisal.

2. Federal Technician employees are encouraged to use the Equal Employment Opportunity (EEO) complaint process to bring any issues of discrimination to the attention of their supervisors, to an EEO Counselor, or to the State Equal Employment Manager. Any discrimination based on race, color, religion, national origin, gender (including sexual harassment), age or disability, or reprisal for filing a complaint or participating in the EEO process, is unlawful and must stop. Refer to NGR (AR) 690-600/NGR (AF) 40-1614, *National Guard Civilian Discrimination Complaint System*, for specific guidance.

3. Soldiers and Airmen are encouraged to use the command's Equal Opportunity (EO) Complaint Process and report all violations to their chain of command and work to resolve issues at the lowest command level. Any discrimination based on race, color, religion, national origin, or gender (including sexual harassment), or reprisal for filing a complaint or participating in the EEO process, is unlawful and must stop. EO Advisors, EO Representatives and the Human Relations/Equal Opportunity Officer should be in place and trained to assist with the complaint process as outlined in NGR 600-22/ANGI 36-3, *National Guard Military Discrimination Complaint System*.

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4. State employees are encouraged to report discrimination to their supervisors, the State Personnel Office, or the State Equal Employment Manager, per HQ IDNG (State) 3, *State Employee Personnel Regulations*, Chapter 8. Any discrimination based on race, color, religion national origin, gender (including sexual harassment), age or disability, or reprisal for filing a complaint or participating in the EEO process, is unlawful and must stop. State employees also have the option of reporting to the Idaho Human Rights Commission, but I encourage you to first report your complaint within the Idaho Military Division and let me have an opportunity to correct the issue.

5. I expect all employees to take immediate and positive steps to help eradicate bias and discriminatory behaviors. I expect supervisors to ensure that all allegations of inappropriate conduct are expeditiously, fairly, and thoroughly addressed. Any military or civilian member of the Idaho Military Division found to have discriminated against another member will be subject to disciplinary action.

6. Post this policy permanently on bulletin boards within each armory and buildings with Idaho Military Division employees. Questions regarding this policy may be addressed through the State Equal Employment Manager at (208) 422-4223.

7. This memorandum will not be incorporated into any other type publication, and will be updated annually.



GARY L. SAYLER
Major General
Commanding General, IDNG

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