



**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 31 December 2017

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January 2017

MEMORANDUM FOR All Members of the Idaho Military Division to include the Idaho National Guard, and the Idaho Office of Emergency Management

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. Work to resolve issues at lowest level during the informal complaint process. Any discrimination based on race, color, religion, national origin, sex (including sexual harassment), sexual orientation, age, disability, genetic information, or reprisal for filing a complaint or participating in the EEO process, is unlawful. There is 'Zero' tolerance. 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, sex (including sexual harassment), sexual orientation, or reprisal for filing a complaint or participating in the EO process, is unlawful. There is 'Zero' tolerance. EO Advisors, EO Representatives/Leaders and the State Equal Employment Manager (SEEM) will 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*.
4. State employees are encouraged to report discrimination to their supervisors, the State Personnel Office, or the State Equal Employment Manager, per IMD 03, *State Employee Personnel Regulations*, Chapter 8, EEO. Any discrimination based on race, color, religion national origin, sex (including sexual harassment), sexual orientation, age, disability, genetic information or reprisal for filing a complaint or participating in the EEO process, is unlawful. There is 'Zero' tolerance. 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,

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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. Questions or concerns regarding this EEO/EO Policy, should be directed to the State Equal Employment Manager (SEEM), located with the Human Resource Office, 4794 General Manning Ave., Building 441 on Gowen Field. Phone number is (208) 272-4224.

7. This memorandum supersedes all IDNG-27 policies, subject Idaho Military Division – EEO/EO (IDNG-27), and will be updated annually. This policy letter will be posted on the SEEM website and applicable bulletin boards within the IMD,



GARY L. SAYLER

Major General

The Adjutant General/Commander, IDNG

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