



**BRAD LITTLE**  
**GOVERNOR**

**STATE OF IDAHO**  
**MILITARY DIVISION**

**THE ADJUTANT GENERAL**  
**MICHAEL J. GARSHAK**

Expires 31 December 2021

NGID-TAG

22 July 2021

MEMORANDUM FOR All Members and Employees of the Idaho Military Division

SUBJECT: Idaho Military Division Equal Employment Opportunity (EEO) & Equal Opportunity (EO) Policy (IDNG-27)

1. The Idaho Military Division (IMD) EEO & EO philosophy is based on fairness, justice, and equality. The EEO & EO programs formulate, direct, and sustain a comprehensive effort to maximize human potential and to ensure fair treatment for all persons based on individual merit, fitness, capability, and performance in support of readiness. All employees will have the freedom to compete on a fair and level playing field. As the Adjutant General and Commander of the Idaho National Guard (IDNG), this memorandum establishes my policy that all IMD military members, employees and applicants for employment will receive fair and equitable treatment in all personnel/employment programs, management practices, and decisions, including, but not limited to, recruitment, hiring, merit promotions, transfers, reassignments, training and career development, benefits, and separations. There is 'Zero' tolerance for illegal discrimination. This zero-tolerance policy ensures that once unlawful discrimination or harassment is alleged, immediate and appropriate action is taken to investigate and resolve the allegations, and that unlawful behavior is stopped. We must also hold those who do business with the Department of Defense (DOD) to full compliance with the policies and regulations governing EEO & EO. All members and employees, supervisory and non-supervisory alike, must share in this responsibility. I want to ensure that we have a command/ organizational climate that encourages any employee to freely identify and report injustices and discrimination in any form, without the threat of retaliation or reprisal.

2. Federal employees are encouraged to use the EEO complaint process, pursuant to statutory authority, to bring any issues of discrimination to the attention of their supervisors, to an EEO Counselor, or to the State Equal Employment Manager (SEEM)/EEO Director. Work to resolve issues at lowest level during the pre-complaint process. Discrimination based on race, color, religion, national origin, sex (including gender identity, sexual orientation, harassment, and pregnancy), age (40 or older), disability, genetic information, or reprisal for filing a complaint or participating in the EEO process, is unlawful.

Note: Federal employees have 45 days from the date that a person knows or should have known that they were being discriminated against to file a complaint.

3. Title 32 status Soldiers and Airmen are encouraged to use the regulatory Military EO Complaint Process and report all violations to their chain of command and work to resolve

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issues at the pre-complaint and or informal complaint process at the lowest command level. Military EO Advisors (MEOs/EOAs) and the SEEM will be appointed and certified to assist commanders and the aggrieved with the Military EO Complaint Process. Discrimination based on race, color, religion, national origin, sex (including sexual harassment, pregnancy), sexual orientation, gender identity or reprisal for prior engagement in the discrimination complaint process is unlawful.

Note: Title 32 military status personnel have 180 days from the date that a person knows or should have known that they were being discriminated against to file a complaint.

4. State employees are encouraged to report discrimination to their supervisors, the State Human Resources Office, or the SEEM/EEO Director as prescribed in IMD 3 State Employee Personnel Regulations. State employees also have the option of reporting to the Idaho Human Rights Commission (IHRC). I encourage the aggrieved to first report a complaint within the IMD to provide an opportunity for leadership and/or supervisors to resolve the issue at its lowest level. Discrimination based on race, color, religion, national origin, sex (including gender identity, sexual orientation, harassment, and pregnancy), age (40 or older), disability, genetic information, or reprisal for filing a complaint or participating in the EEO process, is unlawful.

Note: State employees have 45 days from the date that a person knows or should have known that they were being discriminated against to file a complaint; or 365 days if reporting to the IHRC.

5. We will ensure all members of the IMD are treated with dignity and respect. I expect supervisors and commanders to ensure that all allegations of inappropriate conduct are expeditiously, fairly, and thoroughly addressed. Again, leaders and commanders will ensure all types of unlawful discrimination or harassment are stopped, and behavior corrected as soon as possible once they are made aware. Any military or civilian member/employee of the IMD found to have discriminated against another member, employee, or applicant for employment will be subject to disciplinary or adverse action.

6. Questions or concerns regarding this EEO & EO Policy should be directed to the SEEM/EEO Director, 4794 General Manning Avenue, Building 441, Gowen Field, Boise, ID 83705; or telephone number (208) 272-4224.

7. This memorandum supersedes all IDNG-27 policies, Subject: Idaho Military Division – Equal Employment Opportunity (EEO) & Equal Opportunity (EO) Policy (IDNG-27), and will be updated annually. This policy memorandum will be posted on the HRO/SEEM website and applicable unit and agency boards within the IMD.



MICHAEL J. GARSHAK  
Major General, IDNG  
The Adjutant General/Commander