



**STATE OF IDAHO
MILITARY DIVISION**

**C. L. "BUTCH" OTTER
GOVERNOR**

**THE ADJUTANT GENERAL
MICHAEL J. GARSHAK**

Expires 31 December 2018

NGID-TAG

January 2018

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 (EEO)/Equal Opportunity (EO) Policy (IDNG-27)

1. The Idaho National Guard (IDNG) EEO/EO philosophy is based on fairness, justice, and equity. The EEO/EO programs formulates, directs, and sustains a comprehensive effort to maximize human potential and to ensure fair treatment for all persons based solely on merit, fitness, and capability in support of readiness. There is 'Zero' tolerance for illegal discrimination. All Idaho Military Division employees and applicants for employment will receive fair and equitable treatment in recruitment, hiring, promotions, awards, disciplinary actions and applicable personnel actions. We must also hold those who do business with the DOD to full compliance with the policies and regulations governing EEO/EO. 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 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). Work to resolve issues at lowest level during the pre-complaint process. Discrimination based on race, color, religion, national origin, gender (including sexual harassment or orientation), age, disability, genetic information, or reprisal for filing a complaint or participating in the EEO process, is unlawful.
3. Soldiers, Airmen and their family members are encouraged to use the regulatory Military EO Complaint Process and report all violations to their chain of command and work to resolve issues at the pre-complaint and or informal complaint process at the lowest command level. EO Advisors (EOAs), EO Leaders (EOLs) and the SEEM will be appointed and certified to assist commanders and aggrieved with the Military complaint process. Discrimination based on race, color, religion, national origin, gender (including sexual harassment or orientation), or reprisal for filing a complaint or participating in the EO process, is unlawful.
4. State employees are encouraged to report discrimination to their supervisors, the State Personnel Office, or the SEEM as prescribed in State Employee Personnel Regulations. State employees also have the option of reporting to the Idaho Human Rights Commission. I encourage the aggrieved to first report a complaint within the Idaho Military Division 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, gender (including sexual harassment or orientation), age, disability, genetic information or reprisal for filing a complaint or participating in the EEO process, is unlawful.

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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. Questions or concerns regarding this EEO/EO Policy, should be directed to the 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.



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

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