DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS
OFFICE OF THE ADJUTANT GENERAL, CALIFORNIA NATIONAL GUARD
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CAAG

4 February 2010

MEMORANDUM FOR MILITARY SERVICEMEMBERS and EMPLOYEES OF THE CALIFORNIA NATIONAL GUARD

SUBJECT: Policy Memorandum 2010-01 - Equal Employment Opportunity

1. Reference: NGR (AR) 690-600/NGR (AF) 40-1614, National Guard Civilian Discrimination System.

2. I am committed to maintaining a positive work environment that is productive and free from discrimination and bias. Leaders are responsible for ensuring that all **federal technicians** (Soldiers, Airmen, and civilians) receive fair and equitable treatment on the basis of their capability and merit without regard to race, color, religion, nationality, gender, **disability, or age**. I want to ensure we have a command climate that encourages employees to freely identify and report injustices and discrimination of any form, without the threat of intimidation or reprisal. I expect leaders, Soldiers, Airmen, and civilians to take swift and positive steps to eradicate bias behaviors and discriminatory practices.

3. Full command support is necessary to ensure that equal employment opportunity (EEO) principles and practices are utilized throughout the California National Guard. To achieve this goal, I encourage employees to use the EEO complaint process by alerting their chain of command and reporting violations to the EEO office. Should there be discomfort or fear of reproach in reporting incidents to their chain of command, employees may contact the EEO Office directly.

4. The increasing diversity of our landscape suggests that a multicultural workforce is a business asset and key to mission readiness. We must take advantage of all our combined strengths to make the California National Guard the quality organization we all expect it to be. We are committed to maintain a culture that:

a. Provides every team member professional courtesy and respect.

b. Fosters a command climate that is fair, equitable, and non-discriminatory.

c. Recognizes members as our most valuable asset.

d. Promotes teamwork and constructive working relationships.

e. Utilizes leadership as the tool to achieve results, pursue excellence, and strive to make the California National Guard the employer of choice for all.

5. Questions or comments may be addressed to Mr. Steven Read, State Equal Employment Manager, at (916) 854-3421, DSN 466-3421, CAGNET 6-3421, or steve.read1@us.army.mil.

MARY J. KIGHT
Brigadier General
The Adjutant General