



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS
OFFICE OF THE ADJUTANT GENERAL - CALIFORNIA NATIONAL GUARD
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CAJS-J1

28 July 2011

MEMORANDUM FOR Servicemembers and Federal Employees of the California Military Department

SUBJECT: Policy Memorandum 2011-03 – Military Equal Opportunity and Civilian Equal Employment Opportunity

1. I am committed to maintaining a positive work environment that is productive and free from discrimination and bias. Leaders are responsible for ensuring that Servicemembers and employees of the California National Guard receive fair, equitable treatment on the basis of their capabilities. I want to guarantee that we have a command climate which encourages all 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 biased behaviors and discriminatory practices.

2. It is important that our federal force has the correct information concerning their rights and protections. To ensure this, the following paragraphs delineate how, when, and in what form military members and civilian employees may file military Equal Opportunity (EO) or civilian technician Equal Employment Opportunity (EEO) claims.

a. Military EO: Includes both current and former Army and Air National Guard military personnel whose status is/was M-Day; full-time support; and Active Guard Reserve (AGR) or Active Duty Operational Support (ADOS) under Title 32 U.S.C. Protected categories include race, color, national origin, religion, gender (including sexual harassment), and reprisal for engaging in protected EO activity. A complainant has 180 days from the date of the alleged discrimination or the date that the individual became aware or reasonably should have become aware of the discriminatory event or action to contact his or her command's EO professional in person, by phone, or through email. Reference: NGR 600-22/ANGI 36-3, National Guard Military Discrimination Complaint System (30 March 2001).

b. Civilian EEO: Includes both current and former National Guard technicians plus applicants for federal technician employment. Protected categories include race, color, national origin, religion, gender (including sexual harassment), age, disability, genetic information, and reprisal for engaging in protected EEO activity. Complainants must consult with an EEO counselor in person, by phone, or through email within 45 days of the alleged discrimination. Reference: NGR 690-600/ANGI 40-1614, National Guard Civilian Discrimination Complaint System (15 March 1993).

3. Full command support is necessary to guarantee that EO and EEO principles and practices are utilized throughout the California National Guard (CNG). To achieve this goal, I encourage employees to use the EO and EEO complaint processes by alerting their chain of command and

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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 keep the CNG the quality organization that it is and to help it reach its full potential. We are committed to maintain a culture that does the following:

- 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.



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