

**STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
STATE MILITARY RESERVE  
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CASR-CG

23 January 2006

MEMORANDUM FOR RECORD

SUBJECT: Equal Employment Opportunity (EEO) and Prevention of Sexual Harassment

1. REFERENCES:

- a. NGR 600[-21 Equal Opportunity in the Army National Guard.
- b. NGR 600-22 M-Day, AGR (Army and Air).
- c. NGR 690-600, Military Technicians.
- d. ANGI 36-7, Air National Guard Military Equal Opportunity Program.
- e. CA ARNGR 600-1 and CA ANGI 36-2601, State Active Duty.
- f. CA ARNGR 690-3 and CA ANGI 40-03, State Civil Service.

2. PURPOSE: Establish a policy on Equal Employment Opportunity (EEO) and the Prevention of Sexual Harassment.

3. POLICY/PROCEDURES:

a. This command is committed to eliminating all discriminatory practices and activities based on race, creed, color, religion, gender, national origin, age and handicap. All leaders are responsible for ensuring that military personnel receive fair and equitable treatment on the basis of capability and merit and not subject to any form of discrimination or harassment. Since sexual harassment is a form of discrimination, leaders will also be responsible for ensuring all military personnel are not subjected to any form of sexual harassment.

b. Sexual harassment is defined as unsolicited and unwelcome sexual advances, request for sexual favors, and any other verbal, physical or visual conduct of a sexual nature that relates to an individual's condition of employment, decisions about a military person, or the creation of an offensive work environment.

c. It is only with full command support that equal opportunity and non-discriminatory practices can become a reality. Towards that goal, all military personnel are encouraged to use the command's EEO Complaint process and report all violations to their chain of command while working on solving issues at the lowest level.

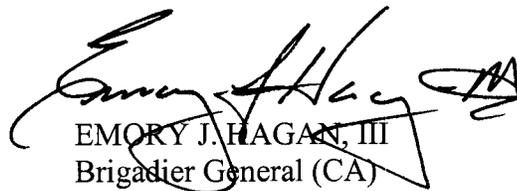
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d. To meet regulatory guidance and to foster a productive command climate, military personnel will receive a minimum of one hour of training in each of the following areas: 1) equal opportunity, 2) cultural awareness and diversity, and 3) prevention of sexual harassment. HQ will ensure that training is developed and presented to military personnel on an annual basis.

e. All supervisors are responsible for recognizing and identifying barriers to career advancement and employment opportunities. Supervisors must ensure that equal opportunity is promoted and practices in all activities to recognize and develop military personnel. Supervisors must also explore a variety of ways to eliminate any and all discriminatory practices (including sexual discrimination and harassment).

f. I know that all military personnel will support this commitment to eradicate sexual harassment and promote a healthy work environment that recognizes each individual's ability and encourages military personnel to perform at their maximum potential.



EMORY J. HAGAN, III  
Brigadier General (CA)  
Commanding General

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