



OFFICE OF THE ADJUTANT GENERAL

North Dakota National Guard Department of Emergency Services

*The Honorable Doug Burgum
North Dakota Governor*

*Major General Alan S. Dohrmann
The Adjutant General and
Director of Emergency Services*

NGND-TAG-Z

22 May 2019

MEMORANDUM FOR All Federal Employees and Members of the North Dakota National Guard and Applicants for Federal Employment with the North Dakota National Guard

SUBJECT: Equal Opportunity/Equal Employment Opportunity Policy **Joint Policy 19-05**

1. REFERENCES:

a. Code of Federal Regulation (CFR) – Title 29, Part 1614, Federal Sector Equal Employment Opportunity (EEO).

b. EEO Management Directive 110, U.S. Equal Employment Opportunity Commission, 5 August 2015.

c. EEO Management Directive 715, U.S. Equal Employment Opportunity Commission, 1 October 2003.

d. CNGBI 9601.01, National Guard Discrimination Complaint Program, 27 September 2015.

e. National Guard Regulation (NGR) 600-21, Equal Opportunity Program in the Army National Guard, 22 May 2017.

f. NDNG Joint Civilian Discrimination Complaint Instruction Guide, June 2018.

2. This memorandum supersedes JP 16-06 North Dakota National Guard Equal Opportunity/Equal Employment Opportunity Policy dated 12 June 2018.

3. **PURPOSE:** To provide guidance to North Dakota National Guard federal employees and applicants on equal opportunity regarding employment, assignment, promotion, and other personnel actions.

4. **APPLICABILITY:** This policy applies to all North Dakota National Guard Military and Civilian employees. For the purpose of this policy, Civilian employees means Title 5 National Guard Employees (as defined by 5 USC § 2105), and Title 32 Federal Technicians. Contractual employees will follow the policies set by their contract company. Additionally, this also includes applicants for federal employment.

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5. **POLICY:** It is the policy of the North Dakota National Guard (NDNG) to ensure that everyone is afforded equal opportunity regarding employment, assignment, promotion, and other personnel actions. It is the responsibility of each of us to carry out the spirit and intent of the regulations, directives, and laws on Equal Opportunity (EO) and Equal Employment Opportunity (EEO). Discrimination of any kind will not be tolerated.

6. I expect all commanders, leaders, managers, and supervisors to create and sustain a climate that fosters human dignity, fairness, and respect. Any allegations of inappropriate conduct will be equitably and expeditiously addressed, and appropriate action will be taken.

7. Service Members will report all violations to their EO professional or chain of command. Any discrimination based on race, color, religion, gender (including sexual harassment), national origin, sexual orientation, or reprisal for having engaged in a protected activity violates policies and regulations and will not be allowed. Service Members are encouraged to attempt to resolve matters at the lowest possible level. Service Members may also seek assistance and guidance from other supporting offices such as the Inspector General and the Legal Office.

8. Federal National Guard employees (Title 32 and Title 5 employees) will bring incidents of discrimination to the attention of their supervisors, an EEO Counselor, or the State Equal Employment Manager in accordance with the North Dakota National Guard Joint Civilian Discrimination Complaint Instruction Guide. Any discrimination based on race, color, religion, sex (including gender identity, and sexual orientation under EO 11478), national origin, age (when aggrieved individual is at least 40 years of age), disability, genetic information or who believes that they have been subjected to sexual harassment or retaliated against for participating in the complaint process will not be allowed.

9. A copy of this policy letter will be posted on bulletin boards of all armories and facilities of the NDNG.

10. This policy is effective immediately and will remain in effect until superseded or revoked.

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11. PROPONENT: The State Equal Employment Manager is the proponent for this policy at 701-333-3293.



ALAN S. DOHRMANN
Major General, NDNG
The Adjutant General