



INDIANA JOINT FORCES HEADQUARTERS  
NATIONAL GUARD  
2002 South Holt Road  
Indianapolis, Indiana 46241-4839



NGIN-PEH-EEO

21 April 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Number 53-14: Equal Employment Opportunity (EEO) in the Indiana Army and Air National Guard

1. It is the policy of the Indiana National Guard to provide equal employment opportunity for all state and federal employees, applicants for employment and former employees as appropriate. All employment decisions including recruitment, hiring, promotions, training, rewards, discipline, and terminations will be made exclusively on the basis of job-related criteria (i.e. employees' knowledge, skills, abilities, and performance). Equal Employment Opportunity (EEO) principles must govern all aspects of the Indiana National Guard's personnel practices.
2. All phases of the employment lifecycle shall be administered in compliance with EEO laws and regulations. Acts of unlawful discrimination and harassment on the basis of race, color, religion, national origin, sex, age, disability, genetic information or retaliation for filing a complaint or participation in the EEO process is unlawful and will not be tolerated. All allegations of discrimination and harassment will be immediately addressed and appropriate corrective action taken.
3. **DISCRIMINATION COMPLAINTS:** Personnel who believe they have been subjected to illegal discrimination have a right to have their allegations heard, initially as an informal complaint and, if not resolved may file a formal complaint of discrimination. Mediation and other Alternative Dispute Resolution (ADR) techniques will be offered to resolve issues.
  - a. Complaints must be presented within **45 days** of the alleged discrimination or the date that the individual became aware or reasonably should have become aware of the discriminatory event or action. Complainants are protected from acts or threats of retaliation.
  - b. A prompt inquiry of technician complaints is critical. Employees are encouraged to bring any issues of discrimination to the attention of their supervisor, an EEO Counselor, or to the State Equal Employment Manager (SEEM).
4. Managers, supervisors, and employees are expected to engage, with good faith, in all constructive efforts to resolve issues or concerns at the earliest stage of the resolution process.
5. Commanders, managers or other supervisors will ensure the widest possible dissemination to their personnel and ensure the policy is posted on bulletin boards and websites. EEO professionals on my staff are available to advise and assist individuals, commanders, management officials, and supervisors in addressing issues of discrimination and sexual harassment.
6. Questions regarding this policy should be directed to Ms. Janice Taylor, State Equal Employment Manager, located within the Human Resource Office, 3762 W. Morris St., Indianapolis, IN 46241-4839, or (317) 247-3237.
7. This memorandum supersedes policy number 53-12 dated 15 December 2012.

R. MARTIN UMBARGER  
Major General, INARNG  
The Adjutant General

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