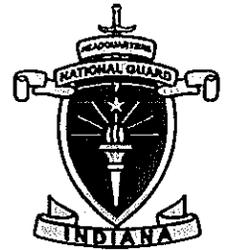




DEPARTMENT OF THE ARMY AND THE AIR FORCE
HEADQUARTERS INDIANA NATIONAL GUARD
2002 SOUTH HOLT ROAD
INDIANAPOLIS, INDIANA 46241-4839



NGIN-ZA

1 July 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Number 56-20: Equal Employment Opportunity (EEO) in the Indiana National Guard

1. References:

- a. DoDD 1020.02E, Diversity Management and Equal Opportunity in the DoDD, 8 June 2015, Incorporating Change 2, Effective 1 June 2018.
- b. 29 C.F.R. Part 1614, 27 November 2017.
- c. INNG Publication Regulation 600-22, Civilian Discrimination Complaint Instructions, 21 July 2017.
- d. Management Directive 110, dated 5 August 2015.
- e. PL 110-233, Genetic Information Nondiscrimination Act of 2008 (GINA), 21 May 2008.
- f. Management Directive 715, EEO Reporting Requirements for Federal Agencies, 1 October 2003.

2. It is the policy of the Indiana National Guard to provide equal employment opportunity for all federal employees, applicants for employment and former employees as appropriate. All employment decisions including recruitment, hiring, promotions, training, rewards, discipline, and terminations made exclusively based on 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.

3. All phases of the employment lifecycle must comply with EEO laws and regulations. Acts of unlawful discrimination and harassment based on race, sex (including pregnancy, gender identity and sexual orientation when based upon sex stereotyping), color, national origin, religion, age, disability, genetic information or reprisal/retaliation for previous EEO activity, filing a complaint or participation in the EEO process is unlawful and not tolerated. All allegations of discrimination and harassment will be immediately addressed and appropriate corrective action taken.

4. **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

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other Alternative Dispute Resolution (ADR) techniques are available to the complainant to resolve issues.

a. Per 29 C.F.R. Part 1614, complainants have 45 calendar 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 file a complaint.

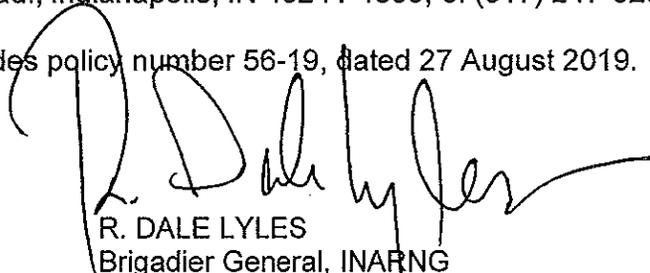
b. A prompt inquiry of technician complaints is critical. Employees must bring any issues of discrimination to the attention of their supervisor, an EEO Counselor, or to the State Equal Employment Manager (SEEM) as soon as practical, but no later than 45 calendar days from the date of the alleged discrimination event.

5. Managers, supervisors, and employees will engage in constructive efforts to resolve issues or concerns at the earliest stage of the resolution process.

6. Commanders, managers or other supervisors will ensure the widest possible dissemination of this policy to their personnel and post this policy 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.

7. POC for this policy is the State Equal Employment Manager, located within the Human Resource Office, 2002 South Holt Road., Indianapolis, IN 46241-4839, or (317) 247-3237.

8. This policy memorandum supersedes policy number 56-19, dated 27 August 2019.



R. DALE LYLES
Brigadier General, INARNG
The Adjutant General

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