



STATE OF GEORGIA
GEORGIA DEPARTMENT OF DEFENSE
1000 HALSEY AVENUE, BUILDING 447
MARIETTA, GEORGIA 30060-4277

NGGA-TAG

26 September 2022

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: Equal Employment Opportunity (EEO) Policy and Reporting Procedures

1. The Georgia National Guard is a diverse, inclusive, and equal opportunity employer. As The Adjutant General, I am committed to providing equal employment opportunities for all employees and applicants for employment in the Georgia National Guard, regardless of age, color, disability, sex (including pregnancy, gender identity or expression, and sexual orientation), genetic information, national origin (ancestry), race, religion, and reprisal. All employees and applicants will have the freedom to compete for employment and advancement in their careers in an equitable work and hiring environment.

2. Discrimination, harassment, and reprisal against any employee or applicant who engages in protected activity, to include making a complaint of discrimination, harassment, or retaliation, and participating in any inquiry or investigation, are strictly prohibited and will not be tolerated. Allegations of discrimination, harassment, or retaliation will be immediately investigated, and where allegations are substantiated, appropriate action will be taken. This policy covers all personnel/employment programs, management practices, and decisions, including but not limited to recruitment, hiring, merit promotions, transfers, reassignments, training and career development, benefits, and separations.

3. Reporting Complaints.

a. Federal Employees and Applicants for Federal Jobs. Any Federal employee or applicant for Federal employment who believes they are a victim of discrimination, harassment, or retaliation should report the incident(s) to their supervisor, and Equal Employment Opportunity Counselor (EEO Counselor), or the State Equal Employment Manager (SEEM). Any employee or applicant wishing to file a complaint must contact an EEO Counselor or the SEEM within 45 calendar days from the date the discrimination occurred.

b. State Employees and Applicants for State Jobs. Any State employee or applicant for State employment who believes they are a victim of discrimination, harassment, or retaliation should report the incident(s) to their supervisor or the State Personnel Director (SPD). Any employee or applicant wishing to file a complaint must contact the SPD within 180 calendar days from the date the discrimination occurred, unless reporting timelines are otherwise extended under Federal law.

c. Additional guidelines for filing complaints of discrimination, harassment, or retaliation are posted on the Human Resource Office (HRO) website, the State Personnel Office (SPO) website, the technician bulletin board at each unit, and are found in 29 C.F.R. Part 1614 and the Equal Opportunity Commission Management Directive 110 (MD-110). Information on the variety of EEO programs available can be found at <http://www.eeoc.gov> or by contacting the SEEM at (678) 569-5728.

4. **Enforcement.** We must strive to make military and civilian service in the Georgia National Guard a model of integrity, compliance, excellence, and reflecting the spirit of Title VII of the Civil Rights Act of 1964, as amended. All personnel of the Georgia National Guard have a responsibility to maintain a workplace free from discrimination, harassment, and retaliation, to report violations of this policy, and to ensure compliance with this policy. Any willful or deliberate violation of this policy by an employee of the Georgia National Guard may result in disciplinary action, including termination.

5. The point of contact for questions and assistance pertaining to this policy is the SEEM at (678) 569-5728. This policy letter will be posted in the permanent section on all unit bulletin boards and on the HRO website.



THOMAS M. CARDEN, JR.
Major General, GANG
The Adjutant General