



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

NGGA-TAG

20 February 2025

MEMORANDUM FOR ALL PERSONNEL

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

1. The Georgia Department of Defense 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 Department of Defense, regardless of race, color, religion, sex, (including pregnancy), national origin, genetic information, age, and reprisal. All employees and applicants can compete for jobs and promotions based on their merits in a fair work environment.

2. Discrimination, harassment, and retaliation against any employee or applicant who engages in protected activity, including 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, an 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.

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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 Department of Defense 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 Department of Defense 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 Department of Defense may result in disciplinary action, including termination.

5. This policy letter will be posted in the permanent section on all unit bulletin boards, the Georgia National Guard HRO website, and the Georgia National Guard Office of Equal Opportunity website.

A handwritten signature in black ink, appearing to read 'RDW', with a stylized flourish at the end.

RICHARD D. WILSON
Major General, GANG
The Adjutant General