



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS – ALASKA
OFFICE OF THE ADJUTANT GENERAL
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AKNG-TAG

11 March 2014

MEMORANDUM FOR All Personnel

SUBJECT: Policy on Equal Opportunity and Treatment (TAG Policy Letter 14-01)

1. This letter supersedes The Adjutant General (TAG) Policy Letter 13-01, subject: Policy on Equal Opportunity and Treatment. It is to be posted on all official bulletin boards along with NGB-EO Poster, "You Have a Right to File a Complaint of Discrimination."
2. As the Adjutant General/ Commissioner, I am committed to maintaining a positive work environment that is productive and free from discrimination and bias. All leaders are responsible for ensuring that every employee (Soldier, Airman, and Civilian) receive fair and equitable treatment on the basis of their capability and merit without regard to race, color, religion, nationality, gender, disability, or age. I want to ensure that we have a command climate that encourages employees to freely identify and report injustices and discrimination of any form, without the threat of intimidation or reprisal. Retaliatory actions against individuals because they have exercised their rights under law will not be tolerated.
3. I expect all commanders, managers, and supervisors to take the lead in preventing and resolving equal opportunity issues. Leaders will make subordinates aware that unlawful discrimination, harassment, and retaliation will not be tolerated. Leaders will respond promptly to complaints of illegal discrimination, and take swift action against policy violations. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, and or any other legally protected characteristics will not be tolerated. Any employee who becomes aware of an incident needs to report it to their supervisor, Equal Opportunity Advisor, Equal Opportunity Leader, Equal Employment Opportunity Counselor, or the HRO State Equal Employment Manager (SEEM).
4. Each commander must communicate and enforce the law concerning illegal discrimination, harassment, and retaliation. Diversity creates a competitive advantage which is paramount to mission readiness. We must take advantage of all our strengths to make the Alaska National Guard the quality organization we all deserve it to be.
5. I expect total leadership commitment and accountability in our organization which is firmly based on dignity and respect for each and every member.

A handwritten signature in black ink that reads "Thomas H. Katkus".

THOMAS H. KATKUS
Major General, AKARNG
The Adjutant General