



**DEPARTMENTS OF THE ARMY AND THE AIR FORCE**

**JOINT FORCES HEADQUARTERS – ALASKA**

**OFFICE OF THE ADJUTANT GENERAL**

**PO BOX 5800**

**JOINT BASE ELMENDORF-RICHARDSON AK 99505-0800**

30 June 2022

NGAK-TAG

MEMORANDUM FOR ALASKA NATIONAL GUARD (AKNG) AND DEPARTMENT OF MILITARY AND VETERANS' AFFAIRS (DMVA) EMPLOYEES AND MEMBERS

SUBJECT: Equal Employment Opportunity (EEO) Policy

1. The Alaska National Guard is committed to providing a work environment that exemplifies dignity, respect, and inclusion. Our employees will have the freedom to compete on a fair and level playing field. We must embrace the principles of EEO, diversity, and inclusion as we recruit, develop, and retain a high performing workforce.
2. We must ensure that no applicant for employment or employee of the AKNG is denied equal opportunity based on race, color, national origin, religion, sex (pregnancy, gender identity, and sexual orientation), age (40 and older), disability, genetic information, as well as reprisal for protected activity. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, training and access to career development programs.
3. We must work diligently to maintain a workforce free from harassment and discrimination. Employees and applicants for employment have the right to report incidents of harassment or discrimination without fear of retaliation. Retaliation against those who initiate discrimination complaints, serve as witnesses, or participate in protected communication, is strictly prohibited.
4. Leaders, managers, and supervisors are responsible for creating an inclusive work environment and will promptly respond to all allegations of harassment before it becomes severe or pervasive. Any employee or applicant of employment who believes they have been subject to, or has knowledge of, discriminatory or harassing behavior should initiate an EEO complaint within 45 days of the event by contacting the State Equal Employment Manager (SEEM) or EEO Specialist.
5. We all play an integral role and must remain vigilant in our efforts to eradicate discrimination in the workplace. In doing so, we reaffirm our agency's commitment to our organization's greatest strength and most valuable resource: Our people.
6. Any questions or concerns regarding this policy may be directed to the SEEM office at (907) 428-6466, Room E-201, Joint Force Headquarters, Joint Base Elmendorf-Richardson.

A handwritten signature in black ink, appearing to read "Torrence W. Saxe".

TORRENCE W. SAXE, Maj Gen, AKNG  
The Adjutant General