



## 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

NGAK-TAG

05 March 2019

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

SUBJECT: Equal Employment Opportunity (EEO) Policy

1. It is policy of the AKNG to provide a discrimination-free environment for all civilian employees and applicants for employment. Equal Employment Opportunity principles must govern all aspects of the Alaska National Guard's personnel practices.
2. All supervisors, managers, and employees share in the responsibilities to foster a climate of Equal Employment Opportunity. Acts of unlawful discrimination on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, and sexual orientation), age (40 and older), disability, genetic information, sexual harassment, or reprisal based upon participation in an EEO matter will not be tolerated in the AKNG. Leaders and employees are accountable to do what is right.
3. All supervisors and managers are expected to establish and promote a workplace that permits every employee to reach his or her full potential by continually demonstrating a commitment to EEO. The AKNG becomes stronger when the workplace strives for a culture of inclusion and respect for the unique contributions each employee makes.
4. In order for every member of the AKNG to contribute their best efforts toward a joint capable force, all of us need to relentlessly uphold and support the tenets of EEO. The daily exercise of mutual respect and professionalism in our interactions empowers each of us and contributes to excellence.
5. Employees are encouraged to report allegations of discrimination to the State Equal Employment Manager (SEEM). Allegations of discrimination must be reported to the SEEM office within 45 calendar days following the discriminatory behavior or event. All allegations of discrimination will be given prompt attention and be treated objectively. Supervisors, managers, and employees are expected to engage in good faith in all constructive efforts to resolve issues or concerns at the earliest stage of the process as possible.
6. Any questions or concerns regarding this policy may be directed to the State Equal Employment Manager's office at (907) 428-6466, Room E201, Joint Force Headquarters, Joint Base Elmendorf-Richardson.

A handwritten signature in black ink, reading "Torrence W. Saxe".

TORRENCE W. SAXE, Brig Gen (AK), AKNG  
The Adjutant General