



**DEPARTMENTS OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
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WING-Z

1 September 2007

MEMORANDUM FOR All Department of Military Affairs Employees and Members of the Wisconsin Army/Air National Guard (Federal, State, AGR, Guard Members on Active Duty, Military Advisors, and Job Applicants)

SUBJECT: Equal Employment Opportunity (EEO) Rights and Obligations—TAG POLICY MEMORANDUM 22

1. The Department of Military Affairs and Wisconsin National Guard are committed to assurance of Equal Employment Opportunity (EEO) for all employees and Military Members and will adhere to the following guidelines and statutes:

Federal Employees

Protected from discrimination on the basis of race, color, nat'l origin, religion, sex, age or handicap in accordance with Title VII of the Civil Rights Act of 1964 (42 USC, Section 2000e et seq.), Section 717 of the Equal Employment Opportunity Act of 1972 (42 USC, Section 2000e et seq.), the Age Discrimination in Employment Act of 1967 (20 USC, Section 623-634), and the Rehabilitation Act of 1973 (29 USC, Section 701 et seq.).

Military Personnel

Protected from discrimination on the basis of race, color, national origin, religion and sex in accordance with Title VI of the Civil Rights Act of 1964 (42 USC, Section 2000d et seq.); AR 600-20, Army Command Policy; NGR 600-21, Equal Opportunity Program in the Army National Guard.

State of Wisconsin Employees

Protected from discrimination on the basis of race, creed, religion, sex, color, sexual orientation, nat'l origin/ancestry, age, disability, marital status, political affiliation, arrest or conviction records, and membership in the National Guard, State Defense Force or any other reserve component of the military forces of the US or this State, in accordance with Wisconsin Statutes, Chapters 111 and 230. The Wisconsin Fair Employment Act (Sections 111.31 to 111.395 also apply).

2. Equal Employment Opportunity standards are defined as follows:

a. Equal Employment Opportunity. Positive controls to ensure participation and potential for success are not inhibited because of race, color, sex, religion, age, or national origin.

b. Equal Treatment. Positive controls to ensure treatment is fair, just and not based on race, color, sex, religion or national origin.

c. Equal Representation. All levels of career fields, technical, non-technical, supervisor, non-supervisor, command and staff, should reflect appropriate representation of men/women and race/ethnic identities.

d. Equal Selection. Procedures for selecting employees for promotion, training/schools should not differ between genders or races.

3. Intentional or negligent disregard of the non-discrimination laws, rules and regulations will result in severe disciplinary actions, including discharge.

4. Any person who believes that he or she has been discriminated against or who has knowledge of this type of illegal behavior should report such conduct. If you have been discriminated against, you have a responsibility to make a complaint to the DMA and WING. Complaints of discrimination may be made verbally and/or in writing, however, all complaints will ultimately be in writing. While the DMA and WING

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leadership will seriously consider all complaints, anonymous complaints post a unique challenge, and will, in most cases, be referred to the chain of command/supervision for any appropriate inquiry. Regulatory procedures for making complaints vary based on the status of each employee.

Federal Civilian/Technician Employees	AGR Employees or Traditional National Guard Members	DMA State of Wisconsin Employees
<p>You may make your concerns known to a manager or supervisor in your Fed employee chain. This official may have authority to take immediate steps to address your concerns at the lowest level, or may refer you to the prescribed Federal EEO complaint process.</p> <p>You are required to initially channel your verbal or written complaint through an informal process.</p> <p>Process includes meeting with an EEO Counselor & allowing 30 days (may be extended) for Counselor to gather facts and attempt informal resolution of your concerns.</p> <p>You will also be asked to make a selection between traditional EEO counseling or Alternative Dispute Resolution (ADR).</p> <p>The EEO complaint process is managed by the State Equal Employment Manager (SEEM).</p> <p>A list of EEO Counselors is available on your facility bulletin board and is titled "Wisconsin National Guard Equal Employment Office Collateral Staff".</p> <p>If you are unsure of whom to address a complaint, you may contact the SEEM at 608-242-3702.</p>	<p>You should make your complaint to the Commander at your lowest chain of command. If this person is also the person you are complaining about, you should make your complaint to the Commander at the next level of command.</p> <p>You are encouraged to contact your command Equal Op Advisor (ARNG) or Mil Equal Op (MEO) office (AIR) to obtain assistance in the EO complaint process.</p> <p>The chain of command is the primary channel for resolving complaints of discrimination or harassment, and the first level of command at which the complaint is made is considered the "informal" level.</p> <p>You will be asked to complete an NGB Form 333, Discrimination Complaint in the Army and Air National Guard.</p> <p>If the complaint is not resolved to your satisfaction at this level, you have a right to appeal the complaint to the next level of command.</p> <p>The complaint, at this point, becomes "formal". If unresolved, you may appeal your complaint through the command chain to the Adjutant General.</p> <p>You may contact the SEEM at 608-242-3702 to obtain assistance or information on the EO complaint process.</p>	<p>DMA State of Wisconsin employees should make their complaint to the DMA State Human Resources Officer at 608-242-3163 or with a member of the State Affirmative Action Advisory Committee.</p>

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Federal and State law prohibits retaliation or other adverse action taken against any employee for making, in good faith, a complaint, or reporting harassment, or for assisting in the investigation of any such complaint. Any suspected retaliation or intimidation must be reported immediately to one of the persons described above. **Retaliation is a violation of law and will be treated as such.**

///Signed\\
DONALD P. DUNBAR
Brig Gen (WI), WI ANG
The Adjutant General