**DEPARTMENTS OF THE ARMY AND THE AIR FORCE**
JOINT FORCE HEADQUARTERS, KENTUCKY NATIONAL GUARD
BOONE NATIONAL GUARD CENTER, 100 MINUTEMAN PARKWAY
FRANKFORT, KENTUCKY 40601-6168

NGKY-TAG

1 January 2020

MEMORANDUM FOR All Technician Managers and Supervisors, Kentucky Army and Air National Guard

SUBJECT: (KYNG Log Number P20-001) Equal Employment Opportunity

1. This policy memorandum supersedes KYNG Log Number P19-003.

2. References:

a. DoDD 1020.02E, Diversity Management and Equal Opportunity in the DoD, 8 June 2015, Incorporating Change 2, Effective 1 June 2018.

b. 29 C.F.R. Part 1614, 27 November 2017.

c. KYNGI 9600.01 Kentucky National Guard Joint Discrimination Complaint Instruction, 1 October 2017.

d. Equal Employment Opportunity Management Directive 110, 5 August 2015.

e. PL 110-233, Genetic Information Nondiscrimination Act of 2008 (GINA), 21 May 2008.

f. Management Directive 715, EEO Reporting Requirements for Federal Agencies, 1 October 2003.

3. It is my policy as the Adjutant General of Kentucky to vigorously promote the Equal Employment Opportunity (EEO) Program. Discrimination is prohibited on all protected bases, including race, sex (including pregnancy, gender identity and sexual orientation when based upon sex stereotyping), color, national origin, age, disability, genetic information or reprisal/retaliation. All employees will have the freedom to compete on a fair and level playing field. EEO 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. This agency will not tolerate workplace harassment or reprisal against anyone who engages in protected activity.

4. The Kentucky National Guard has an established discrimination complaint process for National Guard technician personnel, former technician personnel and applicants for technician employment. Within 45 days of the date that a person knows or should have

known that they were being discriminated against, all employees have the opportunity to be referred to an EEO Counselor. The EEO Counselor will conduct an initial inquiry into the allegation of discrimination. A report will then be accomplished in accordance with regulatory guidance, or be referred by the counselor or State Equal Employment Manager (SEEM) to participate in alternate dispute resolution or mediation. At the conclusion of the dispute resolution, mediation or traditional counseling session, the complainant will have the opportunity to withdraw the complaint, settle the complaint, or present a formal complaint to the SEEM for investigation.

5. In the event you feel that your concerns are not being adequately addressed, do not hesitate to bring any and all matters in the workplace to my personal attention in accordance with my open door policy.

6. Point of contact for this policy is Ms. Sheila Lawson, State Equal Employment Manager at DSN 667-1274 or commercial (502) 607-1274.

HALDANE B. LAMBERTON
Brigadier General, KYNG
The Adjutant General