

<p style="text-align: center;">ARIZONA Department of Emergency and Military Affairs POLICY</p>	<p>POLICY LETTER NO. 20.03</p>	
<p>SUBJECT: Military Equal Opportunity Complaint Processing Policy</p>	<p>DATE 15 Dec 21</p>	<p>OPR NGAZ-TAG</p>
<p>REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)</p>		
<p>1. Applicability: This policy applies to all Department of Emergency and Military Affairs (DEMA) personnel, applicants, recruits, beneficiaries, and customers.</p> <p>2. Purpose: Establishes procedural guidance for the National Guard military discrimination complaint process.</p> <p>3. References: AFI 36-2710, Equal Opportunity Program (17 Jun 20); NGR 600-21, Equal Opportunity Program in the Army National Guard (22 May 17); CNGBM 9601.01, National Guard Discrimination Complaint Process (25 Apr 17); AR 600-20, Army Command Policy, (24 July 2020)</p> <p>4. Policy: An individual who believes that s/he is the subject of discrimination, harassment, and/or retaliation is urged to report such incident immediately, starting at the lowest level of command or by contacting an Equal Opportunity Advisor (EOA) or the Military Equal Opportunity (MEO) Office. To ensure military members and covered individuals have a clear understanding of what may constitute discrimination, harassment, and/or reprisal, general definitions are outlined as follows:</p> <p style="padding-left: 40px;">a. Discrimination based on a protected status is unlawful and includes considering an individual's race, color, religion, sex (including sexual harassment), national origin or sexual orientation as a basis of decisions affecting a member's service.</p> <p style="padding-left: 40px;">b. Harassment based on a protected status includes unwelcomed and unsolicited offensive conduct which is predicated upon the individual's race, color, religion, sex (including sexual harassment), national origin or sexual orientation when: 1) such conduct affects a term or condition of service; 2) submission to or rejection of such conduct is used as a basis for a decision affecting the individual's service; or, 3) the conduct has the purpose or effect of substantially interfering with performance and creates a hostile, intimidating, or offensive environment.</p> <p style="padding-left: 40px;">c. Reprisal includes harassment, taking or threatening to take adverse action or threatening or withholding favorable personnel actions against an individual who has engaged in protected equal opportunity activity or communication.</p> <p>5. Responsibilities: The chain of command, with the assistance of the EOA/MEO office, is the primary channel for resolving Equal Opportunity (EO) complaints. A complaint must be filed within 180 days of the alleged incident with the lowest level commander or the EOA/MEO office. Commanders will ensure that EO complaints are immediately addressed and appropriate action is taken. If a complaint is not resolved, it will be forwarded to the next level of command. EO matters involving the immediate chain of command will be addressed by the next highest level of command not involved in the matter. Reprisal against any individual who engages in protected equal opportunity activity is strictly prohibited.</p>		

6. Requests for Assistance: An individual who believes they are the subject of discrimination is urged to immediately contact their supervisor, manager, commander or designated Military Equal Opportunity personnel:

Military Equal Opportunity (EO) Personnel:

*ARNO - Brigade Equal Opportunity Advisor (EOA) at 602-267-2657 or JFHQ EOA at (602) 629-4811/DSN 853

*161 ARW - Equal Opportunity at (602) 302-9142 or JFHQ State Office of Equity, Diversity & Inclusion at (602) 629-4836

*162 WG - Equal Opportunity at (520) 295-7052 or JFHQ State Office of Equity, Diversity & Inclusion at (602) 629-4836

7. Administration: Point of contact for this policy is the JFHQ State Office of Equity, Diversity & Inclusion, (602) 629-4836/DSN 853-4836. This policy will be posted on all unit and workplace bulletin boards.



KERRY L. MUEHLENBECK
Major General, AZ ANG
The Adjutant General