ARIZONA Department of Emergency and Military Affairs POLICY LETTER	POLICY LETTER NO. 20.02	
	DATE 15 Oct 2014	OPR DEMA-TAG
SUBJECT: Federal Technician/Civilian Equal Employment Opportunity Complaint Processing Policy	ENSURE WIDEST DISSEMINATION (POLICY LETTER 10.01)	

1. References: This policy applies to federal technicians/civilian personnel and applicants for federal positions, IAW Title VII of the Civil Rights Act of 1964, as amended; 29 CFR §1614; NGR (AR) 690-600/ANGI 36-3, *National Guard Civilian Discrimination Complaint System (*15 Mar 93) Vols. I and II.

2. Arizona Department of Emergency and Military Affairs (DEMA) is committed to an environment free of unlawful discrimination, harassment, and retaliation. While definitions of prohibited conduct are not all inclusive, to ensure a clear understanding of what constitutes discrimination, harassment, and retaliation, descriptions are outlined as follows:

a. Discrimination based on a protected status is unlawful and includes considering an individual's race, color, religion, sex, age, national origin, genetic information or disability as a basis of employment decisions or to affect terms and conditions of employment.

b. Harassment based on a protected status includes unwelcomed and unsolicited conduct which is predicated upon the individual's race, color, religion, national origin, sex, age, disability, or genetic information when 1) such conduct affects a term or condition of employment; 2) submission to or rejection of such conduct is used as a basis for an employment decision; or 3) the conduct has the purpose or effect of substantially interfering with performance and creates a hostile, intimidating or otherwise offensive work environment.

c. Retaliation includes an act of harassment, taking or threatening to take adverse action or withholding favorable personnel action against an individual, who in good faith, engaged in protected equal opportunity activity or communication.

3. An individual who believes s/he has been subjected to discrimination, harassment, and/or retaliation must engage in the pre-complaint process prior to filing a formal complaint. To begin the pre-complaint process, the individual must contact an Equal Employment Opportunity (EEO) Counselor or the State Equal Employment Manager (SEEM) within 45 days from the day of the alleged offense. The EEO Counselor and/or SEEM will provide information and guidance regarding rights and responsibilities, alternative dispute resolution, and the complaint process.

4. This policy supersedes all previous Federal EEO Complaint Process Policy Letters. Point of contact for the policy is the State Equal Employment Office, (602) 453-4869/DSN 853-4869 or (602) 453-4811/DSN 853-4811.

MICHAEL T. McGUIRE
Major General, AZNG
The Adjutant General

This policy supersedes previous Policy Letter 20.02, dated 2 Feb 2009.