ARIZONA Department of Emergency and Military Affairs POLICY LETTER	POLICY LETTER NO. 20.03	
	DATE 15 OCT 2014	OPR DEMA-TAG
SUBJECT: Military Equal Opportunity Complaint Processing Policy	ENSURE WIDEST DISSEMINATION (POLICY LETTER 10.01)	

1. References: This policy applies to military members, recruits, applicants, and beneficiaries of National Guard services, IAW NGB 600-21, *Equal Opportunity in the Army National Guard*; ANGI 36-7, *ANG Military* Equal *Opportunity Program* (25 Apr 2003); NGR 600-22/ANGI 36-3, *National Guard Military Discrimination Complaint System* (30 Mar 2001).

2. 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:

a. Discrimination based on a protected status is unlawful and includes considering an individual's race, color, religion, sex, or national origin as a basis of decisions affecting a members service.

b. Harassment based on a protected status includes unwelcomed and unsolicited offensive conduct which is predicated upon the individual's race, color, religion, sex, or national origin 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.

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.

3. 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 in accordance NGR 600-22/ANGI 36-3, *National Guard Military Discrimination Complaint System.* Reprisal against any individual who engages in protected equal opportunity activity is strictly prohibited.

4. Point of contact for the policy is the State Equal Employment Office, (602) 629-4836/DSN 853-4836 or (602) 629-4811/DSN 853-4811. This policy will be posted on organization and installation bulletin boards.

MICHAEL T. McGUIRE
Major General, AZNG
The Adjutant General

This policy supersedes all previous Military EO Complaint Processing Policy Letters