



**DEPARTMENTS OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS, CONNECTICUT NATIONAL GUARD
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NGCT-TAG

28 February 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum (PM) 24 - Equal Employment Opportunity (EEO) Policy

1. References.

a. DoD Directive 1020.02E, "Diversity Management and Equal Opportunity in the DoD," June 8, 2015

b. 29 CFR § 1614, "Federal Sector Equal Employment Opportunity (EEO)"

c. Connecticut National Guard (CTNG) Circular 2017-1, "Discrimination Complaint Instruction," 1 October 2017

2. The Connecticut National Guard (CTNG) is committed to EEO principles and making employment decisions based on an individual's merit and capability. CTNG is committed to achieving and maintaining model EEO program and maintain a level playing field for all who work for or seek employment with the CTNG.

3. This command will maintain a work environment free of discrimination or harassment. CTNG prohibits unlawful employment discrimination based on race, sex (including pregnancy, gender identity, and sexual orientation when based on sex stereotyping), color, national origin, age, religion, disability, genetic information, or reprisal for previous EEO activity in accordance with applicable statutes and Equal Employment Opportunity Commission (EEOC) regulations. I expect leaders at all levels to take swift action to eradicate discrimination and harassment.

4. EEO covers all personnel/employment programs, management practices, and decisions including but not limited to recruitment/hiring, merit promotion, recognition, transfer, reassignment, training, career development, benefits, and separation. Prohibited conduct includes basing any employment related decision on factors outside of an employee's knowledge, skills, abilities, and performance.

5. This commitment to assuring equal employment opportunities and equal access to services, programs, and activities includes providing reasonable accommodation to a qualified individual with a disability to enable such individual to perform the essential functions of the position for which he/she is applying or in which he/she is employed. CTNG will make every effort to maintain a title 5 workforce made up of 12% Persons with Disabilities (PWD) and 2% Persons with Targeted Disabilities (PTWD). In order to

*This Policy Memorandum (PM) 24 supersedes PM 26 dated 01 July 2018

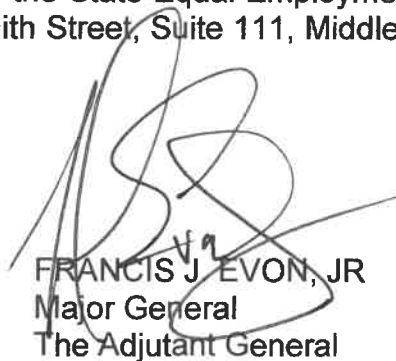
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achieve these goals and ensure reasonable accommodations are granted where warranted, appropriate training on equal opportunity, anti-harassment, and reasonable accommodation will be included as part of this policy.

6. IAW references a and b, to initiate action an employee or other qualified person must clearly communicate the offense taken to any perceived discrimination or harassment. Immediate and appropriate corrective action will be taken when it is determined that discrimination or harassment has occurred. Employees and other qualified persons who make claims of discrimination or harassment, or provide information related to such claims, will be protected against reprisal and will be provided confidentiality to the largest extent possible.

7. Complaints of discrimination, harassment, or requests for reasonable accommodation will promptly be brought to the attention of a supervisor or manager. Employees may also bring claims of discrimination, harassment, or requests for reasonable accommodation directly to the State Equal Employment Manager located in the Human Resources Office, 375 Smith Street, Suite 111, Middletown, CT 06457 or by phone at (860) 613-7610.



FRANCIS J. EVON, JR
Major General
The Adjutant General

Distribution:

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