



OKLAHOMA NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
3501 MILITARY CIRCLE  
OKLAHOMA CITY OK 73111-4305

POLICY MEMORANDUM  
NUMBER 21-30

14 April 2021

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY  
FOR THE OKLAHOMA NATIONAL GUARD (OKNG)**

1. Reference Equal Employment Opportunity Management Directive 110, "Federal Sector Complaints Processing Manual", 5 August 2015.
2. It is the policy of the OKNG to provide a work environment that exemplifies dignity, respect, and inclusion. We must work diligently to maintain a workplace free of discrimination and harassment for all employees and applicants for employment. We embrace the principles of EEO, diversity, and inclusion as we recruit, develop, and retain a high-performing workforce. This policy applies to all National Guard Title 5 civilian employees and technicians.
3. Adherence to EEO laws and regulations must be followed in all aspects of the employment cycle, personnel policies, and practices. It is illegal to discriminate or harass a person based on race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 and older), disability (physical or mental), family medical history, or genetic information. It is also illegal to retaliate against a person because he or she complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.
4. All leaders, managers, and supervisors must establish and maintain a climate that fosters human dignity, fairness, and respect while eliminating attitudes, behaviors, and practices that adversely impact organizational cohesiveness. All allegations of discrimination and harassment will be immediately addressed, and appropriate corrective action taken, before it becomes severe or pervasive. Managers or supervisors who engage in or permit unlawful discrimination and/or harassment without taking positive corrective action will be subject to appropriate disciplinary action.
5. Any employee or applicant for employment who believes he or she has been subject to, or has knowledge of, discriminatory or harassing behavior is to initiate an EEO complaint within 45 days of the alleged discriminatory event by contacting a supervisor, servicing Human Resources Office, or the State Equity and Inclusion Office.
6. This policy memorandum is to be posted to all official bulletin boards.
7. This policy memorandum supersedes Policy Memorandum 16-18, dated 29 September 2016.

POLICY MEMORANDUM 21-30 (CONT'D)

8. The EEO Discrimination Complaint Procedures Standard Operating Procedures, point of contact roster, and detailed EEO Program information may be found at: <https://gko.portal.ng.mil/states/OK/SitePages/Splash.aspx> (select J1-HRO, EO/EEO, then EEO Complaint Procedures) or on the OKNG Public Website <https://ok.ng.mil/Resources/Equity-and-Inclusion-Office/>. Questions regarding this memorandum may be directed to the State Equal Employment Manager at 405-228-5297.

Encl  
EEO Complaint Flowchart



MICHAEL C. THOMPSON  
Major General, OKARNG  
The Adjutant General

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## Equal Employment Opportunity (EEO) Complaint Flowchart

