



State of New Mexico
Department of Military Affairs
47 Bataan Boulevard
Santa Fe, New Mexico 87508-4695

Bill Richardson
Governor

Kenny C. Montoya
Brigadier General
The Adjutant General

20 June 2003

MEMORANDUM FOR All New Mexico National Guard Personnel (Military and Civilian)

SUBJECT: Equal Employment Opportunity Policy

1. References:
 - a. NGR (AR) 690-600/NGR (AF) 40-1614.
 - b. NGR (AR) 600-22/ANGI 36-3.
 - c. Equal Employment Opportunity Commission (EEOC) 29 CFR, part 1614.
2. The Equal Employment Opportunity (EEO) Policy is a critical aspect of every employee, especially for personnel in supervisory and managerial positions within the New Mexico National Guard. Supervisors/managers will ensure that all New Mexico National Guard employees work in an environment free from any form of unlawful discrimination or sexual harassment. Adherence to this policy will provide for the fair, equitable, and nondiscriminatory treatment of all employees. Consequently, employees will not be subjected to unlawful discrimination on the basis of race, color, religion, gender, national origin, age, handicap or sexual harassment.
3. EEO should be a critical and separate element in all supervisory and managerial positions, with responsibilities for carrying out EEO and Affirmative Employment for technician personnel. The CFR states that all agencies shall review, evaluate and control managerial and supervisory performance in such a manner as to ensure a continuing affirmative application and active enforcement of the policy of equal employment opportunity.
4. EEO must also be a critical element in positions where program management actions directly affect EEO: e.g., Personnel Officers, Staffing Specialists, Classifiers, etc. State Equal Employment Managers should advise management officials on the evaluation of performance in EEO.
5. Equal Employment Opportunity and Affirmative Employment are clearly management issues. They require the personal awareness and attention of every management official. By working together, we can strengthen our efforts throughout the New Mexico National Guard, and focus our energy and resources on maintaining the quality and integrity of the New Mexico National Guard.

POST ON ALL OFFICIAL BULLETIN BOARDS

NMAG

SUBJECT: Equal Employment Opportunity Policy

6. The aforementioned references explain in detail how to file, process, investigate, and settle complaints of discrimination. Discrimination complaints must be filed within 45 calendar days from the date of the alleged discrimination or the date the individual became aware of the discriminatory event or action, 180 days on military complaints. All discrimination complaints will be taken seriously, and should be resolved at the lowest level possible.
7. An Employee who feels that she/he was unlawfully discriminated against may request the assistance of the State Equal Employment Manager (SEEM), an EO Counselor or EO Representative to assist them in resolving their discrimination complaint. Supervisors/managers will ensure that they provide the EO Counselors/Representative the time and cooperation required in their efforts of resolving discrimination issue(s). I also expect the supervisor/manager to take appropriate corrective action, when necessary.
8. Unlawful discrimination will not be tolerated in the New Mexico National Guard! If you have any questions or concerns on EEO issue(s), please contact the State Equal Employment Manager, SFC Stephen A. Gonzales at (505) 474-1228 or DSN 867-8228.

//signed//

KENNY C. MONTOYA,
BG, NMARNG
The Adjutant General

POST ON ALL OFFICIAL BULLETIN BOARDS