



HEADQUARTERS IOWA NATIONAL GUARD

Office of The Adjutant General
Camp Dodge Joint Maneuver Training Center
7105 NW 70th Avenue
Johnston, Iowa 50131-1824

NGIA-TAG

15 October 2024

MEMORANDUM FOR All Federal Employees of the Iowa National Guard

SUBJECT: FY25 Iowa National Guard Equal Employment Opportunity (EEO) Policy

1. References:

a. Equal Employment Opportunity Commission Management Directive 715, EEO Reporting Requirements for Federal Agencies, dated 1 October 2003.

b. Equal Employment Opportunity Commission Management Directive 110, Federal Sector Complaint Processing Manual, dated 5 August 2015.

2. Iowa National Guard federal employees and applicants for employment are covered by federal laws and Presidential Executive Orders designed to safeguard employees and job applicants from discrimination based on race, color, national origin, religion, sex (including pregnancy, childbirth and related medical conditions, gender, sexual harassment, and sexual orientation), age (40 years or older), disability, genetic information and retaliation related to prior EEO activity. These protections extend to all management decisions and employment practices, including but not limited to recruitment and hiring, appraisal systems, promotions, training, requests for reasonable accommodation, and career development programs.

3. Consistent with the obligations above, the Iowa National Guard provides reasonable accommodations (RA) to federal employees and applicants with disabilities and for sincerely held religious beliefs, observances, and practices. In addition, the Pregnant Workers Fairness Act provides RA to the federal workforce for temporary limitations imposed by pregnancy, childbirth, or related conditions without the requirement for an identified disability. Enclosed is the Iowa National Guard Reasonable Accommodation Request Flowchart to assist supervisors and employees with the RA process.

4. Employees and applicants are protected against retaliation. Acts of retaliation against an employee who engages in protected activities such as reporting discrimination or harassment, participating in the EEO process, whistleblowing, or the exercise of any appeal or grievance right provided by law will not be tolerated.

5. We must be diligent in maintaining a workplace free from discrimination. This includes working to ensure harassment, on any protected basis, does not occur in our agency. Managers and supervisors have a critical role and responsibility to prevent and eliminate all forms of harassment in the workplace. Likewise, supervisors shall remind

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all employees of their duty to not engage in harassing conduct and to report any such conduct if it occurs. All allegations of discrimination and harassment will be immediately addressed, and appropriate corrective action taken.

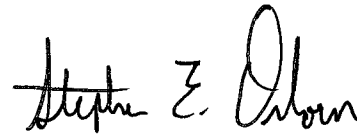
Note: Federal employees have 45 days from the date of known alleged discrimination or harassment to file a complaint.

6. All directors and supervisors will ensure the widest possible dissemination of this policy to their personnel and ensure the policy is posted on bulletin boards.

7. Detailed EEO program information may be found on SharePoint at <https://armyeitaas.sharepoint-mil.us/sites/NGIA>. Select Special Staff; HRO; Equity & Inclusion; Documents.

8. Questions regarding this EEO Policy should be directed to Ms. Lauren Welton, State Equal Employment Manager (SEEM) / EEO Director at lauren.m.welton.civ@army.mil or 515-252-4539.

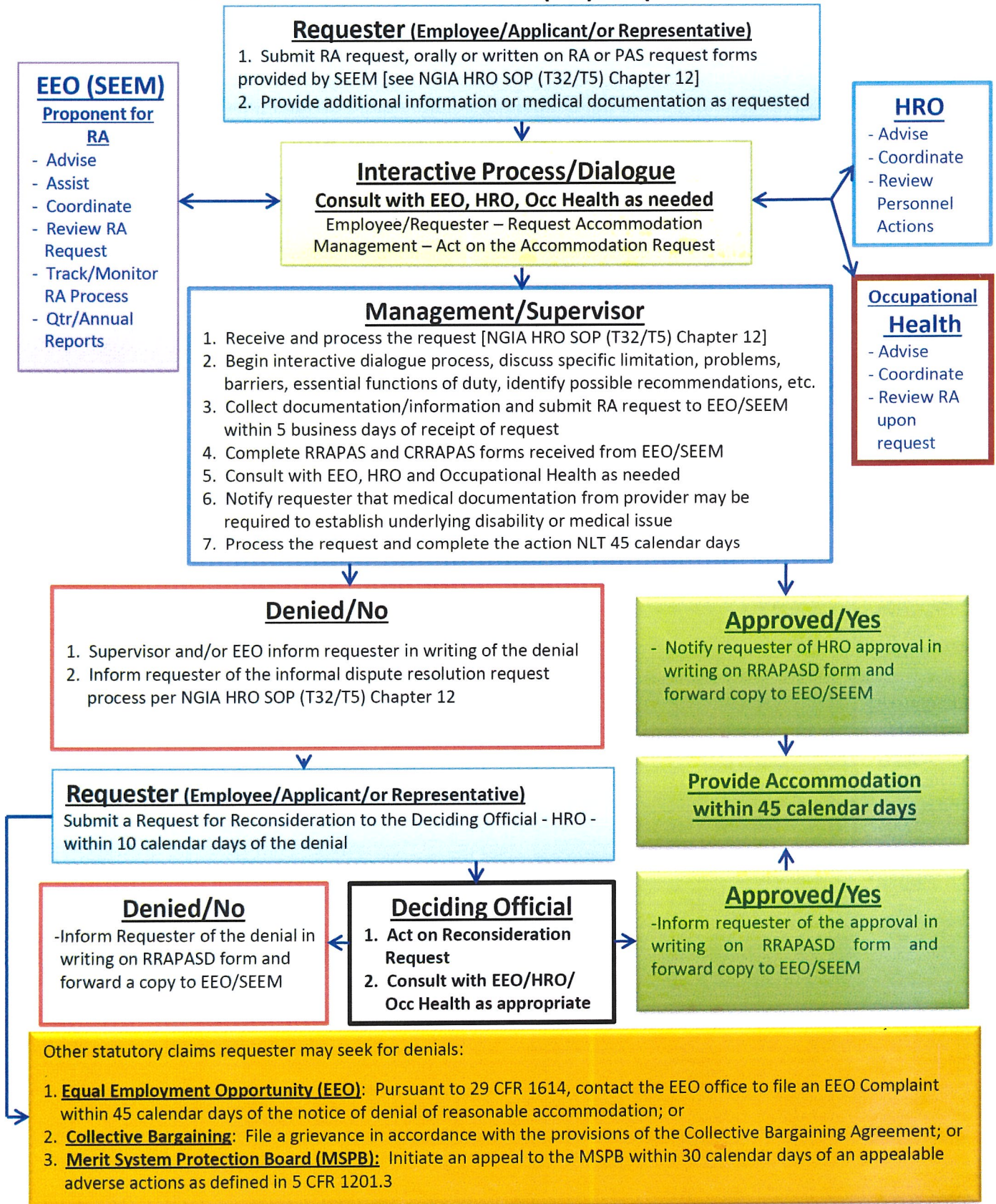
Encl



STEPHEN E. OSBORN
Major General, Iowa National Guard
The Adjutant General

Iowa National Guard

Reasonable Accommodation (RA) Request Flowchart



For more information concerning Reasonable Accommodation, contact the EEO Office:

Ms. Lauren Welton, State Equal Employment Manager (SEEM)
Comm: 515-252-4539; Email: lauren.m.welton.civ@army.mil

