

# **HEADQUARTERS IOWA NATIONAL GUARD**

## Office of The Adjutant General

Camp Dodge Joint Maneuver Training Center
7105 NW 70<sup>th</sup> 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

#### Requester (Employee/Applicant/or Representative) 1. Submit RA request, orally or written on RA or PAS request forms provided by SEEM [see NGIA HRO SOP (T32/T5) Chapter 12] EEO (SEEM) 2. Provide additional information or medical documentation as requested **HRO Proponent for** - Advise RA - Advise - Coordinate **Interactive Process/Dialogue** - Review - Assist Consult with EEO, HRO, Occ Health as needed Personnel - Coordinate Employee/Requester - Request Accommodation Actions - Review RA Management - Act on the Accommodation Request Request - Track/Monitor **RA Process** Occupational Management/Supervisor - Qtr/Annual Health 1. Receive and process the request [NGIA HRO SOP (T32/T5) Chapter 12] Reports - Advise 2. Begin interactive dialogue process, discuss specific limitation, problems, - Coordinate barriers, essential functions of duty, identify possible recommendations, etc. - Review RA 3. Collect documentation/information and submit RA request to EEO/SEEM upon within 5 business days of receipt of request request 4. Complete RRAPAS and CRRAPAS forms received from EEO/SEEM 5. Consult with EEO, HRO and Occupational Health as needed 6. Notify requester that medical documentation from provider may be required to establish underlying disability or medical issue 7. Process the request and complete the action NLT 45 calendar days Denied/No Approved/Yes - Notify requester of HRO approval in 1. Supervisor and/or EEO inform requester in writing of the denial writing on RRAPASD form and 2. Inform requester of the informal dispute resolution request forward copy to EEO/SEEM process per NGIA HRO SOP (T32/T5) Chapter 12 **Provide Accommodation** Requester (Employee/Applicant/or Representative) within 45 calendar days Submit a Request for Reconsideration to the Deciding Official - HRO within 10 calendar days of the denial Approved/Yes **Deciding Official** Denied/No -Inform requester of the approval in -Inform Requester of the denial in 1. Act on Reconsideration writing on RRAPASD form and Request writing on RRAPASD form and forward copy to EEO/SEEM 2. Consult with EEO/HRO/ forward a copy to EEO/SEEM Occ Health as appropriate Other statutory claims requester may seek for denials: 1. Equal Employment Opportunity (EEO): Pursuant to 29 CFR 1614, contact the EEO office to file an EEO Complaint within 45 calendar days of the notice of denial of reasonable accommodation; or

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

adverse actions as defined in 5 CFR 1201.3

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2. Collective Bargaining: File a grievance in accordance with the provisions of the Collective Bargaining Agreement; or 3. Merit System Protection Board (MSPB): Initiate an appeal to the MSPB within 30 calendar days of an appealable

Ms. Lauren Welton, State Equal Employment Manager (SEEM)



