COMMONWEALTH OF PUERTO RICO
PUERTO RICO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
THE ADJUTANT GENERAL'S OFFICE
100 GENERAL ESTEVES STREET, SAN JUAN, PUERTO RICO 00901-2104

Hon. Alejandro Garcia-Padilla
Governor

(787) 289-1400

NGPR-AGZ

28 January 2013

POLICY MEMORANDUM NUMBER 02-13

FOR SEE DISTRIBUTION

SUBJECT: Equal Employment Opportunity (EEO) Policy

1. The Puerto Rico National Guard EEO (PRNG) policy is to ensure that all employees and applicants for employment enjoy equality of opportunity in the workplace regardless of race, color, religion, sex, national origin, disability, age or reprisal for engaging in prior protected activity. The PRNG is an equal employment opportunity (EEO) employer and an affirmative action institution committed to equal opportunity, cultural diversity and compliance with laws and regulations. Our agency affirms a continued commitment to equal employment opportunity and to the elimination of prohibited discrimination. We recognize that nondiscrimination and equal employment opportunity are legally and morally necessary and that it must take affirmative actions to ensure that these concepts are realized. The organization is committed to implementing systematic affirmative action efforts to eliminate discrimination and provide equal opportunity in compliance with applicable laws and regulations and because it is in accord with our mission.

2. Our organization is comprised of the Puerto Rico Army National Guard (PRARNG), the Puerto Rico Air National Guard (PRANG), the Puerto Rico State Guard (PRSG) and State employees (Administrative Services). They work in a variety of federal/state positions and pay grades in support of the federal, state and community missions. Therefore, we must be committed to assure Equal Employment Opportunity for all federal and state employees, applicants for employment and undertakes affirmative action to assure equal employment opportunity for minorities and women.

3. As the Adjutant General of Puerto Rico my guidance is to ensure compliance with this policy and those implementing instructions issued by the NGB and EEOC in accordance with existing law and authority. Our commitment must be to provide Equal

Employment Opportunity and a workplace free from illegal discrimination for all employees and applicants for employment. My intent is to ensure that all employees and applicants for employment enjoy equality of opportunity regardless of race, color, religion, sex, national origin, disability, age or reprisal for engaging in prior protected activity. All employees and applicants for employment are entitled to a healthy climate working environment and must be treated with dignity and respect.

4. I am personally committed to translate equal opportunity into every day practice and make the EEO principles a fundamental part of the agency culture. Our goal is fairness, equality, dignity and respect. Disciplinary actions will be taken solely on the bases of employees' behavior and performance. Discrimination of any kind based on race, color, religion, national origin, sex, age, disability, or reprisal is forbidden and subject to appropriate disciplinary action.

5. My policy embrace a strong Affirmative Employment Program to make sure that all employees have equal opportunity in the areas of recruitment, hiring, training, promotions, transfer, reassignment, retirement, benefits, and in policies affecting the treatment of the Puerto Rico National Guard employees and applicants for employment. Our supervisors, managers, and EEO officials play an active role in the implementation of the EEO Affirmative Employment Plan, which is an excellent management strategy in successfully fulfilling our mission.

6. Equal opportunity and affirmative actions are significant aspects of supervisory and managerial positions within our organization. Therefore, Equal Employment Opportunity is a critical and separate element for all supervisors and managers with responsibilities for carrying out the EEO Program and the Affirmative Employment Plan.

7. To demonstrate my firm commitment to equality of opportunity, I am including this program as a critical element in managerial performance appraisals. This will require management officials to meet their responsibilities in support of the Technician Affirmative Employment Program Plan and the Equal Employment Opportunity objectives. Management officials at all level will vigorously enforce, promote, respect and trust the EEO policies and procedures.

8. Policy reviews and assessments will be used to evaluate the progress of the Puerto Rico National Guard Affirmative Employment Plan. Any action that is not in conformance with the plan will be corrected as needed and in a timely manner to include the necessary actions to be taken.

9. We will continue to provide on-going training for employees on Equal Employment Opportunity, Affirmative Actions and Diversity to promote and improve our efforts

throughout the organization. Everyone affiliated with the PRNG should strive to make the work environment professional, and free from use or abuse of authority. Employees should look beyond outward appearances and cultural differences, offering all equal employment opportunity to succeed to their fullest potential. Working together, we can become a model for the Equal Employment Opportunity Program in the PRNG. Our success will depend on the positive attitudes and actions of all employees.

10. Any employee or applicant for employment with questions or concerns about discrimination in the workplace or believes that he/she is subjected to any form of illegal discrimination is encouraged to bring these issues to the attention of their immediate supervisor, or to the State Equal Employment Opportunity Manager. An employee or applicant for employment who file a complaint of alleged discrimination or who participate in the presentation of such complaint, will be free from restraint, coercion or reprisal. The complaint will be processed in accordance with the NGR (AR) 690-600/NGR, (AF) 40-1614 for federal employees (Title VII). A complaint filed by a state employee will be processed according with applicable state law.

11. If you have any questions, please contact LTC Ivette Galarza, State Equal Employment Manager at 289-1036 (Office), (787) 948-7860 (Blackberry) or by mail at Puerto Rico National Guard, JFHQ, Human Resources, EEO office, 100 General Esteves Street, San Juan, P.R. 00901-2104. You may also request an appointment by e-mail at ivette.galarza.mil@mail.mil

12. Policy Statement Letter 01-12, dated 17 February 2012, is rescinded. **A copy of this policy statement must be permanently posted on all bulletin boards and briefed to all personnel from the PRNG.**

13. **"EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW".**

JUAN J. MEDINA-LAMELA, Col (Ret), PRNG
The Adjutant General

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