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

30 January 2013

POLICY MEMORANDUM NUMBER: 04-13

FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity (EO) Policy

1. The Puerto Rico National Guard (PRNG) is an affirmative action/equal opportunity organization. Equal Opportunity is a leadership and a readiness issue. We affirm a continued commitment in all aspects of equal opportunity and actively promote the elimination of prohibited discrimination. Our organization is committed to provide equal opportunity and fair treatment for all military personnel, applicants for membership, and beneficiaries of the services, without regard to race, color, religion, gender (to include sexual harassment), national origin, or reprisal resulting from use of this, or any other EO regulation, to resolve grievances.

2. The fair, equitable and non-discriminatory treatment of all members and employees of the PRNG improves morale and productivity, foster unit cohesion, readiness and increases combat effectiveness. It is critical that all leaders take positive steps to foster an environment free of discrimination.

3. Commanders will ensure that this policy is adhered to in their units and are responsible for monitoring the execution of the EO program and for sustaining a positive EO climate. Commanders are responsible to schedule EO training once annually and that all personnel are fully aware of procedures for obtaining redress of complaints, including those filed against members of this chain of command.

4. Every soldier/airman will receive equal opportunity in recruiting/accessions, composition, promotions, professional military education, separations, retention, assignment, discrimination/sexual harassment complaints, utilization of skills, and discipline. Our guard members will be evaluated and treated based solely on merit, fitness and capability that support readiness.

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5. The chain of command will be the primary channel to resolve discrimination complaints. Any aggrieved individual who believes that he or she has been illegally discriminated against due to race, color, religion, gender (to include sexual harassment), national origin, or reprisal for having engaged in a protected equal opportunity activity, may file a complaint to the chain of command, or to the Equal Opportunity Officer. They will not be discouraged from participation due to fear of reprisal. A complaint must be filed within 180 calendar days from the date of the alleged discrimination or the date the individual became aware of the discriminatory action. The allegation should be filed with the respective unit commander at unit level. The commander will process the allegation according with NGR 600-22/ANGI 36-3 (National Guard Military Discrimination Complaint System). This regulation prescribes procedures for processing discrimination complaints.

6. If you have any questions, please contact LTC Ivette Galarza, Equal Opportunity Officer 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 (**Allegations will not be discussed through e-mail messages**).

7. Policy Statement Letter 16-10, dated 30 July 2010, is rescinded. **A copy of this policy statement must be permanently posted on all bulletin boards and briefed to all personnel from the PRNG.**

8. **"EQUAL OPPORTUNITY IS THE LAW"**

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

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