

NEIL ABERCROMBIE
GOVERNOR



DARRYLL D.M. WONG
MAJOR GENERAL
ADJUTANT GENERAL

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STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
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NGHI-HRO SEEM

19 April 2012

MEMORANDUM FOR All Members of the State of Hawaii, Department of Defense

SUBJECT: Equal Employment Opportunity (EEO)/Equal Opportunity (EO) Policy Memorandum

1. Our Nation was founded on the principle that every individual has dignity and worth. As such, the Department of Defense (DoD) must always be guided by this principle. It is everyone's responsibility to ensure that personnel actions are based on merit, ability, performance, and potential. We must practice to achieve equal employment opportunities and eliminate barriers that may impede the professional development or promotional opportunities of any employee regardless of race, color, religion, national origin, gender, age, genetic information, or non-disqualifying disability.
2. Every manager and supervisor, military and civilian, is responsible for maintaining a workplace environment free of discrimination and harassment of any type. I expect every employee to fully support the Command's EEO and EO policy and to continuously ensure that every employee in your workplace demonstrates professional, harmonious, and productive working relationships.
3. Civilian employees and applicants will be treated equitably and will be provided equal treatment and opportunity, regardless of race, color, religion, national origin, gender, age, genetic information, or non-disqualifying disability. Retaliating against anyone for participating in the EEO process is also a violation of the Title VII of the Civil Rights Act of 1964 and will not be tolerated.
4. Equal Opportunity for military members is a command responsibility and a leadership issue. Every manager and supervisor is expected to support the EO program. The personnel policies of the Hawaii National Guard are based on non-preferential treatment. Selection of staff members for enlistment, appointment, promotion, training, assignment to duty, or any other personnel action will be based on merit, ability, performance, experience, and potential; and not on race, ethnicity, gender, national origin or religion.
5. Individuals who believe they have been discriminated against have a responsibility to inform the chain of command and/or use the EEO or EO complaint process. Discrimination complaints will be processed expeditiously and without fear of reprisal. Alternative Dispute Resolution (mediation) and the Informal Resolution System are available and can effectively reduce and resolve disputes at the earliest instance and at the lowest level possible.
6. Further questions can be addressed through the State Equal Employment Manager's office at (808) 672-1245.

A handwritten signature in black ink, appearing to read "Darryll Wong".

DARRYLL D.M. WONG, Maj Gen, HING
Adjutant General