



**TENNESSEE AIR NATIONAL GUARD  
164TH AIRLIFT WING (AMC)  
MEMPHIS, TENNESSEE**

21 May 2013

**MEMORANDUM FOR ALL PERSONNEL**

**FROM:** AW/CC

**SUBJECT:** Anti-Discrimination and Sexual Harassment Guidance Memorandum

1. The success of the 164 AW depends on our ability to promote and encourage positive human relations and effectively accomplish mission objectives. Every Guardsman, family member, and civilian employee must be afforded the opportunity to live and work without fear of unlawful discrimination based on race, religion, color, national origin, sex (including sexual harassment), and, in the case of civilian employees, age and handicapping conditions, and/or reprisal in employment matters under the control on the Air National Guard.

2. I will not tolerate any form of unlawful discrimination or sexual harassment as these will disrupt our unit readiness capabilities. Members of the 164 AW who feel they have been a victim of unlawful discrimination or sexual harassment should immediately bring the situation to the attention of their chain of command. It is your right to have your concern addressed immediately and swiftly without fear of reprisal or retaliation. Co-workers and supervisors who are made aware of any type of discrimination or sexual harassment also have a responsibility to bring that behavior to the attention of the chain of command. All members of the 164 AW must rigorously enforce the ANG's policy of zero tolerance, and take appropriate action to end discrimination if it occurs. Any member of the wing who feels his/her concern cannot be addressed by the chain of command has the right to contact the Military Equal Opportunity (military and family members) or Equal Employment Opportunity office (civilian employees).

3. We are responsible for preventing, identifying, and resolving discriminatory behavior. We should work diligently to support equal opportunity and treatment policy and ensure all members of the wing are treated with dignity and respect. We should adhere to the principles of equal opportunity (EO/EEO) and assure all program requirements are strictly enforced. To this end:

- All Airmen and applicants for employment will be provided equal opportunity, regardless of race, color, religion, sex, national origin, age, or disability;
- All Airmen will have the freedom to compete on a fair and level playing field with equal opportunity for competition;
- Equal employment opportunity covers all personnel/employment programs, management practices, and decisions including, but not limited to, recruitment/retention, hiring, promotion, transfers, reassignments, training and career development, benefits, and separation;
- Reprisal will not be tolerated against those who exercise their rights under the civil rights statutes.

4. **I am strongly committed to fair treatment for all military personnel and fully support the ANG Equal Opportunity Policy. Therefore, I expect all leadership personnel to employ sound, equitable personnel management practices to help minimize dissatisfaction in employment matters and other decisions. Whenever EO/EEO complaints arise, I encourage individuals to use their chain of command freely and without fear of reprisal. Leaders at every level should maintain open lines of communication in an effort to resolve complaints at the earliest stage. I encourage the EO staff to use all available resources including the Alternative Dispute Resolution Process. Commanders, supervisors, and Airmen alike share the responsibility for creating an atmosphere in which everyone has the opportunity to succeed.**

  
MARK J. DEVINE, Col, TN ANG  
Wing Commander