



DEPARTMENTS OF THE ARMY AND AIR FORCE  
Illinois Army and Air National Guard  
1301 North MacArthur Boulevard, Springfield, Illinois  
62702-2399

DMAIL-HRO-EE (600-20A)

10 November 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: EEO/EO Posting Requirements

1. The Equal Employment Opportunity and Equal Opportunity Posting Requirements have recently changed. This memorandum supersedes the EEO/EO Posting Requirements dated 30 March 1999.
2. The following items are required, either by law or the Adjutant General, to be conspicuously posted on all unit bulletin boards:
  - a. "Equal Employment Opportunity is the Law" poster, containing technicians rights. Printed by EEOC.
  - b. "You have a right to file a complaint of discrimination" poster for federal technicians explaining the EEO complaint process.
  - c. "Know the facts about filing a complaint of discrimination" poster for AGR and traditional Guard members explaining the EO complaint process. The name of the unit's EOR and Brigade's EOA should be listed here with telephone number.
  - d. Equal Employment Opportunity Counselors for the Illinois National Guard. Dated December 1998.
  - e. Adjutant General's Policy Statement on Sexual Harassment dated 18 September 1999.
  - f. Adjutant General's Policy Statement on Military Affirmative Action dated 18 September 1999.
  - g. Adjutant General's Policy Statement on Drug and Alcohol Abuse dated 18 September 1999.

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h. Adjutant General's Policy Statement on Equal Opportunity (Military and Federal Technicians) dated 18 September 1999.

i. The employee edition of the Employee Assistance Program articles, "Let's Talk."

j. Chief, National Guard Bureau, Sexual Harassment Prevention Policy dated 13 October 1999.

k. National Guard Human Goals.

3. Each Brigade, Wing, Directorate, Battalion, Squadron, Company/Battery, and Flight must endorse the Adjutant General's policies regarding Equal Opportunity, Sexual Harassment, Military Affirmative Action, and Drug and Alcohol Abuse. This endorsement may be done in one memorandum. It must be posted on unit bulletin boards for all members to read.

4. Items J and K are enclosed. Distribution has previously been made on all other items.

5. If there are any questions regarding these posting requirements, please contact the SEEM, Capt Amy Hess, at CML (217) 761-3518.

FOR THE ADJUTANT GENERAL:

Encl

*Amy R. Heise, Lt Col USAF*  
for CRAIG R. HEISE  
COL, GS, IL ARNG  
Personnel Officer

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