



**OREGON MILITARY DEPARTMENT**  
OFFICE OF THE ADJUTANT GENERAL  
1776 MILITIA WAY SE  
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SALEM, OR 97309-5047

NGOR-TAG

21 June 2022

**MEMORANDUM FOR All Oregon National Guard Personnel and State Employees of the Military Department**

**SUBJECT: Command Policy Memorandum #104 (Joint) - Discrimination and Sexual Harassment Prevention**

1. This policy supersedes Command Policy Memorandum #104 dated 30 Jun 2020.
2. Our most valuable asset in accomplishing our mission is the people who comprise the Oregon National Guard (ORNG) and the Oregon Military Department (OMD). I do not condone any form of discrimination based on race, color, sex (to include gender identity), national ethnic origin, religion, age, disability, or genetic information. The agency will follow all Federal and State non-discrimination laws to ensure a workplace free from all forms of discrimination and harassment including sexual harassment, and intimidation. State employees also will follow Department of Administrative Services (DAS) statewide Human Resource Policy 50.010.01 Discrimination and Harassment Free Workplace. Furthermore, the agency will not have business dealings with companies that do discriminate.
3. Discrimination is any policy, procedure, or practice consisting of disparate treatment or harassment based on the protected factors stated above. Discrimination wastes time, energy, resources, erodes morale, esprit de corps, and affects unit or workplace cohesion.
4. Sexual harassment is a form of discrimination that undermines unit cohesion and the integrity of the employer/employee relationship. Sexual harassment is defined as conduct that:
  - a. Involves unwelcome sexual advances, requests for sexual favors, or repeated offensive comments or gestures of a sexual nature when:
    - (1) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.
    - (2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.
    - (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive environment.
    - (4) Such conduct or condonation of such conduct by any person in a supervisory or command position has the purpose or effect of controlling, influencing, or affecting the career, pay, or job of a member of the Armed Forces.

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b. Is so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the environment as hostile or offensive. Hostile work environment can include visual items such as sexual posters, calendars, coffee mugs, cartoons, magazines, incidents of sexual language, jokes, gestures, or rumors of a sexual nature.

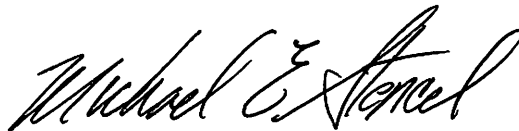
5. I expect supervisors to take reports of discrimination and harassment seriously. Once reported, supervisors will assess and document each situation to determine merit and then take immediate and appropriate corrective action.

6. For complaints involving federal employees, the State Equal Employment Manager (SEEM) is available to assist commanders and supervisors with complaint guidance and review. The SEEM will assign Equal Employment Opportunity (EEO) counselors to assist commanders in conducting a fact-finding inquiry. The SEEM can be reached at (971) 355-3926.

7. For complaints involving military personnel, contact the appropriate office for assistance. The Human Relations Equal Opportunity office (HR-EOO) Army can be reached at (971) 355-3429 or (503) 584-3211. The EO Air office at Portland Air National Guard Base (142 FW) can be reached at (503) 335-4072. The EO Air office at Kingsley Field (173 FW) can be reached at (541) 885-5604. The SEEM can assist commanders in assigning an investigator and will answer questions regarding procedures.

8. For complaints involving State employees, the Director, Adjutant General Personnel, is available at (503) 584-3865.

9. If you have any questions about this command policy memorandum, please contact the SEEM at (971) 355-3926.



MICHAEL E. STENCEL  
Major General  
The Adjutant General