



**MILITARY DEPARTMENT OF ARKANSAS
OFFICE OF THE ADJUTANT GENERAL
CAMP JOSEPH T. ROBINSON
NORTH LITTLE ROCK, ARKANSAS 72199-9600**

ASA HUTCHINSON
GOVERNOR

MARK H. BERRY
MAJOR GENERAL
THE ADJUTANT GENERAL

NGAR-HRO-EEM

11 December 2017

MEMORANDUM FOR All Military Members and Employees of the Arkansas National Guard

SUBJECT: The Adjutant General's Policy 2018-06, Nepotism

1. Reference.

- a. Title VII of the Civil Rights of 1964, as amended
- b. 25 Code of Federal Regulation (CFR) 700.535, Subpart O- Employee Responsibility and Conduct
- c. 29 Code of Federal Regulation (CFR) Section 1614

2. This memorandum supersedes The Adjutant General's Policy 2013-10, Nepotism, dated 11 February 2013.

3. The purpose of this memorandum is to provide guidance to all full time employees of the Arkansas National Guard on the law of nepotism and other forms of favoritism on behalf of relatives in the federal workplace.

4. Nepotism is favoritism granted to relatives regardless of merit and capabilities to perform a job. Nepotism in the workplace occurs when employers favor relatives in hiring and promotion decisions, reclassification, supervision, make salary recommendations, assigning work or resources, approving leave requests, giving any benefit, or terminating employment. While family members may work in the same location they may not supervise one another.

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5. For purposes of this policy, the term "relative" or "family member" refers to association with individuals by blood, adoption, marriage and/or co-habitation and are defined as: spouse, fiancé', fiancée', mother, stepmother, mother-in-law, father, stepfather, father-in-law, guardian(s), sister, sister-in-law, half-sister, brother, brother-in-law, half-brother, ward(s), daughter, step daughter, daughter-in-law, son, son-in-law, step-son, aunt, uncle, niece, nephew, grandparent, grandchild, and co-habitant.

6. It is the responsibility of every employee to identify any potential or existing personal relationship which falls under the definition provided in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.

7. The spirit and intent of the Nepotism Policy is to foster an environment free from favoritism and preferential treatment. I am personally committed to the establishment of an environment where our federal employees can perform to their full potential.

8. Point of contact for the Nepotism policy should be directed to the State Equal Employment Manager, (501) 212-4231 or DSN 962-4231.



MARK H. BERRY
Major General
The Adjutant General