



THE DIRECTOR OF SELECTIVE SERVICE
Arlington, Virginia 22209-2425

October 1, 2014

MEMORANDUM: FOR ALL SSS EMPLOYEES

FROM: THE DIRECTOR

SUBJECT: Selective Service Equal Employment Opportunity Policy
Statement

Selective Service System's greatest resource is its employees. As Director, it is both my honor and responsibility to create for this great resource a work environment that is safe, positive, and free from discrimination, intimidation, and harassment. Discrimination has no place at SSS; it cannot and will not be tolerated.

Selective Service employees, retirees, and applicants for employment should know that my commitment to equal employment opportunity (EEO) principles extends to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs. It is my goal that all employees embrace every law, executive order, regulation, and policy designed to protect employees from discrimination based on race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor.

Agency employees are also protected against retaliation, consistent with Federal laws. Acts of retaliation against an employee who engages in any protected activity, such as being a whistle blower or exercising any appeal or grievance right provided by law, will not be tolerated.

Selective Service managers and supervisors are reminded again of their responsibility to prevent, document, and promptly correct harassment in the workplace. They share responsibility for upholding EEO laws and policies. Moreover, they will be held accountable for ensuring that EEO principles are applied to employee management, including hiring, reward, performance, and disciplinary actions. In addition, all employees must treat their colleagues with respect and professionalism. Selective Service is committed to EEO for all and holds every employee accountable for his or her role in achieving the Agency's EEO objectives.

Any employee who feels that he or she has been subjected to one of the enumerated forms of discrimination or retaliation should contact the agency's EEO Intake Officer, or as appropriate, the Inspector General Liaison. Employees can also take advantage of our Sharing Neutrals program, which provides a forum for the informal resolution of internal workplace disputes. Contact information for these programs is available on the Agency's websites.

A handwritten signature in black ink, appearing to read 'L. Romo', with a stylized flourish extending to the right.

Lawrence G. Romo