



THE DIRECTOR OF SELECTIVE SERVICE
Arlington, Virginia 22209-2425

January 31, 2019

MEMORANDUM FOR ALL SSS EMPLOYEES

FROM: THE DIRECTOR

SUBJECT: Selective Service Equal Employment Opportunity Policy Statement

Our obligation to honor the diversity of our workforce while ensuring all employees are treated with respect and dignity is fundamental to the mission of the Agency. Employees are the greatest resource of the Selective Service System (SSS), therefore, it is paramount to maintain a model Federal work environment that is free of discrimination. Equal opportunity employment for all employees is ensured regardless of race, color, sex (pregnancy, sexual orientation, gender identity), national origin, religion, age, disability, genetic information, political affiliation, military service or other non-merit based factors.

I am committed to fostering an inclusive workforce that reflects America's diversity through effective outreach, recruitment, hiring, and employee development. We will continue to identify and eliminate barriers to equal employment opportunities for individuals with disabilities and groups with a low participation rate of employment in the workforce. Equal opportunity to work exclusively of unlawful bias or prejudice is the law, therefore, a mandatory policy. I also expect all managers and supervisors to ensure that our employees are given equal opportunities for training, career development programs, promotions, awards, recognitions, and other applicable benefits and privileges of employment.

SSS employees can also take advantage of the Alternative Dispute Resolution (ADR) Program, which provides a forum for the informal resolution of internal workplace disputes. More information about the SSS Office of Equal Employment Opportunity, the ADR program, and other employee resources can be found on the SSS employee portal or from the Agency's EEO Program Director. Job applicants may visit the EEO link on the bottom right of SSS's external website.

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The SSS will not tolerate discrimination in the workplace. Violations of the law that prohibit unlawful discrimination practices will result in appropriate disciplinary actions against offenders, up to and including dismissal. Employees and applicants for employment who believe they have been subjected to unlawful discrimination, retaliation, or hindered from participating in the employment discrimination complaint process are encouraged to contact the SSS Equal Employment Opportunity Office at (703) 605-4079 within 45 calendar days from the date of the alleged incident, or from the date on which they reasonably became aware of the discrimination or retaliation. If a formal complaint is filed and accepted, there will be a prompt, thorough, and impartial investigation.

All information provided regarding concerns about discrimination or retaliation will be maintained on a confidential basis to the greatest extent possible.

I fully expect all employees and supervisors to abide by this policy and to strive to meet our overreaching goal to be a model organization committed to innovation, opportunity, and success. With your support and participation, we can ensure that workforce diversity and equal opportunity are two of our greatest strengths.

Thank you for your hard work and dedication to fulfilling the mission and vision of our agency.



Donald M. Benton