



THE DIRECTOR OF SELECTIVE SERVICE
Arlington, Virginia 22209-2425

April 15, 2021

MEMORANDUM FOR ALL SSS EMPLOYEES

FROM: THE ACTING DIRECTOR

SUBJECT: Selective Service System (SSS) Equal Employment Opportunity (EEO) Policy

Selective Service System's (SSS) greatest resource is our employees and it is my responsibility to ensure all employees are treated with respect and dignity. I am committed to ensuring an inclusive workforce that reflects America's diversity and is free from discrimination, harassment (sexual and non-sexual) and retaliation regardless of race, color, sex (pregnancy, sexual orientation, and gender identity), national origin, religion, age, disability, genetic information, political affiliation, military service or other non-merit based factors. Discrimination cannot and will not be tolerated at the Selective Service System. This policy serves to remind all employees, and applicants for employment, of their rights and responsibilities under the law.

Everyone is entitled to work in an environment that is free of unlawful bias or prejudice and is a mandatory policy for all to follow at Selective Service System. Managers and supervisors will provide all employees with equal opportunities for training, career development programs, promotions, awards, recognitions, and other applicable benefits. Additionally, I expect every employee to honor the principles of EEO in the workplace. Any employee who engages in discrimination or harassment in violation of the law or this policy may be subject to disciplinary action. If a manager learns of a possible act of discrimination, harassment or retaliation, they must contact the EEO office promptly. Consistent with federal laws, any employee or applicant for employment who believes they have been subjected to unlawful discrimination or retaliation are encouraged to contact Selective Service System's Equal Employment Opportunity Office at: 703-605-4035.

Our Alternative Dispute Resolution or ADR program is available to all employees. The program includes many processes that can be used to resolve conflict in the workplace constructively and at the earliest opportunity. Selective Service participates in the Federal Mediation and Conciliation Service's interagency mediation program, Federal Shared Neutrals Program, as part of our ADR program. For more information employees may go to: [Shared Neutrals Program at Selective Service \(sss.gov\)](https://www.sss.gov)

Thank you for your continued support in making equal opportunity and workforce diversity two of our greatest strengths. Additional information on discrimination,

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harassment, retaliation and the discrimination complaint process administered by the Agency's EEO Program may be viewed at: [EEO Program | Selective Service System: Selective Service System \(sss.gov\)](#).



Craig T. Brown