



THE DIRECTOR OF SELECTIVE SERVICE
Arlington, Virginia 22209-2425

October 4, 2022

MEMORANDUM FOR ALL SSS EMPLOYEES

FROM: THE ACTING DIRECTOR

SUBJECT: Equal Employment Opportunity Policy Statement

The Selective Service System is committed to ensuring equal employment opportunity (EEO) for all employees and applicants. The Agency's greatest resource is its employees and it is my responsibility to ensure that all are treated with respect and dignity. Discrimination cannot and will not be tolerated at Selective Service. This policy statement serves to remind all employees and applicants for employment of their rights and responsibilities under the law.

As the Agency's Acting Director, it is my duty and obligation to ensure that our workforce is free from discrimination, intimidation, and harassment (sexual and non-sexual) 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. Employees are also protected against retaliation. Any act of retaliation against an employee who engages in a protected activity, whistleblowing, or the exercise of any appeal or grievance right provided by law will not be tolerated. The Agency's EEO policy holds all employees, managers, and supervisors accountable for keeping our workplace free from discrimination and ensuring that we provide equal employment opportunities for all. This applies to all management practices and decisions, recruitment and hiring practices, appraisal systems, promotions, training, career development programs, awards, recognitions, and other applicable benefits.

I expect every employee to honor the principles of EEO in the workplace. Any employee who engages in any activity in violation of the law or this policy statement may be subject to disciplinary action, including suspension or dismissal. 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 is encouraged to contact the Agency's EEO Director at 703-605-4065.

The Agency's Alternative Dispute Resolution (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, Shared Neutrals, as part of its ADR program. For more information, employees may go to [Shared Neutrals Program at Selective Service \(sss.gov\)](https://www.sss.gov/shared-neutrals)

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Additional information on discrimination, harassment, or 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 \(sss.gov\)](https://www.sss.gov).

Thank you for your continued support.

A handwritten signature in black ink, appearing to read 'Joel C. Spangenberg', with a long, sweeping horizontal line extending to the right.

Joel C. Spangenberg
Acting Director