



THE DIRECTOR OF SELECTIVE SERVICE
Arlington, Virginia 22209-2425

August 21, 2024

MEMORANDUM FOR ALL SELECTIVE SERVICE SYSTEM EMPLOYEES

FROM: THE ACTING DIRECTOR

SUBJECT: Equal Employment Opportunity Policy Statement

The Selective Service System (SSS) 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 SSS. 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, supervisors, and managers 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, recognition, 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. Discrimination claims should be brought to the attention of the EEO office within 45 calendar days of the occurrence to be accepted for investigation. 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 a member of the Agency's EEO Staff at 703-216-5880 or eeo@sss.gov.

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

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the workplace constructively and at the earliest opportunity. SSS 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 the program link on the Shared Neutrals Program at <https://sss.gov/eo/>.

Additional information on discrimination, harassment, or retaliation, and the discrimination complaint process administered by the Agency's EEO program, may be viewed on the SSS website under "EEO Program", which is found at <https://sss.gov/eo/>.

Thank you for your continued support.



Joel C. Spangenberg
Acting Director