



DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES
1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155



AUG 17 2012

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Equal Employment Opportunity (EEO) and Diversity Policy

Washington Headquarters Services (WHS) reaffirms its commitment to ensuring equal opportunity in employment and applications for employment regardless of race, color, religion, sex (including pregnancy and gender stereotyping), national origin, age (40 years and older), disability (physical and/or mental), genetic information, and/or retaliation for opposing discrimination or participating in the EEO process.

We must ensure there are no barriers to equal opportunity at any level of the workforce. All managers and supervisors are urged to reflect on employment policies and practices and ensure that employees and applicants are treated fairly regarding hiring, training and career development, assignments, promotions, and other benefits and privileges of employment.

WHS shall foster an inclusive workplace that reflects America's diversity and supports the requirements of Executive Order 13583, "Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce." When an organization respects, appreciates, and values employees' individual identity and perspective, diversity becomes an organizational strength that contributes to mission success.

We must also increase our efforts to recruit, hire and retain individuals with disabilities, including individuals with targeted (severe) disabilities, consistent with the requirements of Executive Order 13548, "Increasing Federal Employment of Individuals with Disabilities." It is estimated that the unemployment rate of individuals with targeted disabilities is as high as 70%, which indicates we are missing prime opportunities to hire talented individuals from this group that can contribute to achieving our mission.

The Equal Employment Opportunity Programs (EEOP) Office is available to advise all employees of WHS and serviced components regarding best practices for achieving a diverse workforce. For more information, please contact the EEOP office at (571) 372-0832 or diversity@whs.mil.

William E. Brazis
Director

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