



DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES

1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155



MEMORANDUM FOR: SEE DISTRIBUTION

OCT 5 2011

SUBJECT: Equal Employment Opportunity (EEO) Policy

Washington Headquarters Services (WHS) is firmly committed to ensuring EEO in employment or applications for employment regardless of race, color, religion, sex, national origin, age (40 years and older), disability, genetic information, or participation in protected EEO activity. Protected activities include participating in the EEO process or opposing discriminatory practices.

EEO must exist at all levels of the workforce, and we must ensure there are no barriers to equal opportunity. 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 advancement opportunities, promotions, awards, and other benefits and privileges of employment.

WHS shall foster an inclusive workplace that is reflective of America's diversity. We must increase our efforts to employ Federal workers with disabilities, and implement specific goals to hire individuals with targeted disabilities, consistent with the requirements of Executive Order 13548.

Leadership should initiate proactive measures to prevent discrimination before it occurs. Unlawful discrimination diminishes an organization's morale, impacts productivity, and impedes progress toward achieving performance goals. If there is evidence of misconduct, immediate and appropriate corrective action must be taken as inappropriate behavior will not be tolerated. It is the responsibility of leadership to ensure every effort is made to protect individuals from reprisal for surfacing concerns of alleged misconduct.

Our personal investment in the tenets of EEO will enhance the quality, diversity, and effectiveness of the workforce. These principles are inherent to sound human capital management practices and must be an integral part of day-to-day conduct. The EEO mission is a collective responsibility for all military, civilian, and contract personnel assigned to, or serviced by, WHS.

The Equal Employment Opportunity Programs (EEOP) office staff is available to advise all WHS employees and components serviced by WHS Human Resources Directorate, including directors, managers, and supervisors on EEO-related matters. Additionally, the WHS Collaborative Resolution Program is available for informal, neutral, and confidential early dispute resolution. For more information, please contact the EEOP office at (571) 372-0832 or diversity@whs.mil.

William E. Brazis
Director



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