



**Armed Forces Retirement Home
Chief Operating Officer
3700 N. Capitol Street, P.O. Box 1303
Washington, DC 20011-8400**

September 21, 2011

**MEMORANDUM FOR ALL MANAGERS, SUPERVISORS AND EMPLOYEES OF
THE ARMED FORCES RETIREMENT HOME**

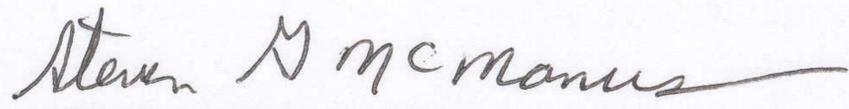
Subj: 2011 Policy Statement Regarding Equal Employment Opportunity

As the Agency's Chief Operating Officer, I would like to affirm my commitment to the principles of equal employment opportunity, affirmation employment and inclusion. Discrimination based on race, color, religion, gender, age, national origin, physical or mental disability violates the law, as well as the policies of this Agency.

I support and hold my managers and supervisors accountable in maintaining a workforce that is rich in diversity. Diversity, as it applies to equal employment opportunity, means the inclusion of all races, genders, ethnic groups, religions, ages and people with disabilities in the workplace. I expect that each Home Director, Service Chief, Supervisor, and Manager to execute proactive affirmative employment principles to assure fairness and equity in personnel management – including recruitment, hiring, promotions, training, and awards. I also encourage my management team to help employees balance work and family needs utilizing existing Federal programs. Additionally, I direct that appropriate accommodations and support systems are provided to individuals with disabilities. Our goal is to achieve a model workplace for our entire workforce.

Discrimination and sexual harassment are prohibited personnel practices and are not conducive to the development of a healthy and productive workforce and therefore will not be tolerated. Complaints will be processed in accordance with appropriate laws and regulations which also prohibit reprisal. Our servicing EEO Officer can be reached at (202) 433-2330.

The intent of this policy is to foster a working environment that encourages a sense of professionalism and respect for all. I am confident that all management officials will ensure that this policy is strictly enforced throughout the entire workforce.


STEVEN G. MCMANUS
Chief Operating Officer

Copy to:
Servicing EEO Officer