



ARMED FORCES RETIREMENT HOME  
3700 NORTH CAPITOL STREET NW  
WASHINGTON, D.C. 20011

OFFICE OF THE CHIEF OPERATING OFFICER

January 19, 2024

**MEMORANDUM FOR: ALL MANAGERS, SUPERVISORS, AND EMPLOYEES OF THE ARMED FORCES RETIREMENT HOME (AFRH)**

**SUBJECT: 2024 Equal Employment Opportunity Policy Statement**

The intent of this policy statement is to foster a working environment, which encourages a sense of professionalism and respect for all. All management officials will ensure this policy is strictly enforced throughout the entire workforce. Discrimination based on race, color, age (40 years or older), religion, national origin, sex (including sexual harassment, pregnancy, sexual orientation, and gender identity), disability, genetic information, or reprisal for EEO activity violates the law, as well as the policies of this Agency.

I firmly support and hold managers 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, sexual orientation, ethnic groups, religions, ages and people with disabilities in the workplace. I expect each Home Administrator, Service Chief, Supervisor and Manager to execute proactive affirmative employment principles to assure fairness and equality 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 that 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 Counselors can be reached at (571) 372-0832 or [whs.eeop@mail.mil](mailto:whs.eeop@mail.mil).

I am confident all management officials will ensure this policy is strictly enforced throughout the entire workforce.

  
JOHN S. RISCASSI  
Chief Operating Officer

Distribution:  
All Employees (electronically)