



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
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MEMORANDUM FOR DIRECTOR, PENTAGON FORCE PROTECTION AGENCY
DIRECTORATE OF ADMINISTRATION AND MANAGEMENT
DIRECTORS
WASHINGTON HEADQUARTERS SERVICES DIRECTORS
GENERAL COUNSEL FOR WHS AND PFFA


SUBJECT: Director of Administration and Management Senior Executive Diversity Training
Requirements

The Director, Administration and Management (DA&M) is committed to retaining a highly-skilled, versatile, and motivated workforce that reflects diversity and is prepared to meet 21st Century challenges as outlined in the DA&M Strategic Plan. Our workforce and leadership must support and understand the essential tenets of equal employment opportunity, diversity, and inclusion.

In accordance with this commitment to achieve a workforce and leadership capable of promulgating these goals, I am requiring that DA&M Civilian Senior Executives complete a 2-day course, "Senior Executive Diversity Seminar (SEDS)," by the end of Fiscal Year 2014, and thereafter complete 16 hours of diversity-related refresher training every two years. The Equal Employment Opportunity Programs (EEOP) Office will sponsor an initial SEDS September 17-18, 2013 at the Pentagon. This high-quality, interactive course will engage senior leaders in the business case for diversity and empower each participant to create actionable change towards a premier DA&M Enterprise that values employees and reflects the customers we serve. The follow-up refresher training may be satisfied through EEOP Office classroom, brown bag, and online offerings. For your convenience, all training is available for registration and review through iCompass at <https://whsportal.osd.mil/lms/default.aspx>. The September SEDS has been placed on all DA&M executive learning plans for ease of registration. I encourage all to enroll as soon as possible.

Senior leaders are responsible for modeling inclusive behavior and making human capital decisions that affect the sustainability of diversity and inclusion efforts. Periodic training and discussion on strategies to address diversity challenges is integral to moving the agency forward and ensuring mission readiness.

The EEOP Office staff is available to assist all employees of WHS and WHS-serviced components on EEO and diversity-related matters as well as provide relevant training information. You may contact them at (571) 372-0832 or by email at diversity@whs.mil.


William E. Brazis
Deputy Director