



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



NOV - 4 2013

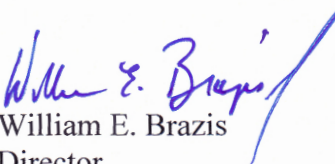
MEMORANDUM FOR DIRECTORATE OF ADMINISTRATION AND MANAGEMENT  
(DA&M) DIRECTORS  
WASHINGTON HEADQUARTERS SERVICES DIRECTORS  
GENERAL COUNSEL FOR WHS AND PFPA

SUBJECT: Equal Employment Opportunity (EEO) and Diversity Training Requirements  
for All Employees

The DA&M is committed to the Department of Defense's Diversity and Inclusion Strategic Plan 2012-2017 which stresses the importance of infusing "diversity and inclusion messaging throughout the training continuum." Accordingly, effective January 1, 2014, I am requiring all personnel to have EEO and Diversity training. Supervisors shall complete eight hours of training, including two hours of conflict management training, by March 31, 2015, and biannually thereafter. Similarly, all non-supervisory employees shall complete four hours of EEO and Diversity training, which may include conflict management training, by March 31, 2015, and biannually thereafter.

Both classroom and online training are available for registration and review at iCompass, the WHS Learning Center, <https://whsportal.osd.mil/lms/default.aspx>. The Office of EEO and Diversity (EEOD) also provides classroom training, brown bag sessions, and specialized training to meet organizational needs.

The EEOD staff is available to advise all employees regarding EEO-related matters as well as to provide relevant training information. For further information please contact EEOD at (571) 372-0832 or at [whs.pentagon.rsrmgmt.list.eeop-eeop-training-mbx@mail.mil](mailto:whs.pentagon.rsrmgmt.list.eeop-eeop-training-mbx@mail.mil).

  
William E. Brazis  
Director