



ADMINISTRATOR

DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
WASHINGTON, D.C. 20005

January 21, 2026

MEMORANDUM FOR ALL ALCOHOL AND TOBACCO TAX AND TRADE BUREAU EMPLOYEES

FROM: Mary G. Ryan **Mary G.**
Administrator Ryan

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Mary G. Ryan
Date: 2026.01.21
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SUBJECT: Equal Employment Opportunity (EEO) Policy Statement

The Alcohol and Tobacco Tax and Trade Bureau (TTB) mission is to ensure a level playing field across the industries we regulate by:

- Collecting the taxes due on alcohol, tobacco, firearms and ammunition;
- Protecting the consumer by ensuring the integrity of alcohol products;
- Enabling qualified businesses to enter and operate in the industry;
- Upholding fair and equitable competition in the alcohol markets; and
- Preventing unlawful markets for alcohol and tobacco products

TTB is committed to Equal Employment Opportunity (EEO) and a workplace free of discrimination, harassment, and retaliation. All TTB employees must have an equal opportunity to participate in and receive benefits from all programs and activities TTB conducts. Discrimination based on race, color, religion, sex, political affiliation, marital status, parental status, veteran status, pregnancy, national origin, age (40 and over), disability (physical or mental), family medical history or genetic information, reprisal for participation in a protected EEO activity, or any other non-merit-based factor is illegal and will not be tolerated. These protections extend to all management practices and decisions, including recruitment and hiring, performance appraisals, promotions, and training. Additionally, TTB strictly prohibits reprisal or retaliation based on an individual's participation in any part of the discrimination complaint process.

Federal law protects employees and applicants from unlawful discrimination and harassment. If TTB employees or job applicants believe discrimination or harassment has occurred, they have the right to file an EEO complaint. An aggrieved employee or applicant must make initial contact with an EEO Counselor within **45** days of the alleged discriminatory action (29 C.F.R. §1614.105).

All employees engaged in the EEO process have the opportunity to utilize Alternative Dispute Resolution (ADR), which is a valuable tool that provides an avenue to resolve workplace challenges or issues through an informal mediation process. By utilizing ADR, parties receive assistance to resolve their disputes collaboratively and in a timely manner.

I, along with the entire executive team, am committed to fostering a work environment free from unlawful discrimination and harassment.

For more information about TTB's EEO program, please visit [Equal Employment Opportunity Office | TTB: Alcohol and Tobacco Tax and Trade Bureau](#).

If managers have questions concerning legal issues, they may contact TTB's Office of the Chief Counsel, General Law and Ethics at OCC-GeneralLawAndEthicsDivision@ttb.gov.