



DEFENSE CONTRACT MANAGEMENT AGENCY

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FORT LEE, VA 23801-1809

NOV 05 2018

DCMA-DPS 001

MEMORANDUM FOR ALL DCMA EMPLOYEES AND APPLICANTS

SUBJECT: Policy Statement on Equal Employment Opportunity (EEO)

I am personally committed to the principles of EEO. EEO policies cover all personnel and employment programs, management practices and decisions to include recruitment, hiring, merit promotions, transfers, reassignments, training and career development, benefits, and separations. All federal civilian employees and applicants for employment shall be given fair treatment and equal employment opportunity regardless of their race, color, religion, age (40 and over), sex (including gender identity, transgender status, sexual orientation and pregnancy), national origin, disability, reprisal, marital status, sexual orientation, parental status, genetic predisposition, political affiliation or other prohibited non-merit factors.

Each of us is responsible for ensuring that the Defense Contract Management Agency (DCMA) work environment is free from any form of discrimination or harassment. Such behavior erodes morale, undermines teamwork and impedes performance goals and mission objectives. Unlawful discrimination will not be practiced, condoned or tolerated to include workplace harassment. Allegations of harassment will be immediately investigated. Reprisal against anyone for opposing discrimination or for participating in the discrimination complaint process will not be tolerated. When allegations of harassment or reprisal are substantiated, appropriate action will be taken.

I strongly support and affirm the full implementation of equal employment opportunity through Model EEO Programs at every level within DCMA. Organizational leaders, supervisors and managers hold a critical role and must ensure that all employment decisions are based on merit and in accordance with EEO principles to eliminate barriers that impede free and open competition in the workplace. Agency employees are also encouraged to report prohibited activity through their chain of command.

If you are a former or current DCMA employee, or an applicant for employment, and believe that you have been subjected to unlawful discrimination, you must contact an EEO Counselor within 45 calendar days of the date of the matter alleged to be discriminatory, or in the case of a personnel action, within 45 calendar days of the effective date of the action at (804) 734-2525 or dcma.lee.hq.mbx.eeo@mail.mil.

A handwritten signature in black ink, appearing to read "David H. Lewis".

David H. Lewis
VADM, USN
Director