



DEFENSE CONTRACT MANAGEMENT AGENCY

3901 ADAMS AVENUE, BUILDING 10500
FORT LEE, VA 23801-1809

DCMA-DPS 001

MEMORANDUM FOR ALL DCMA EMPLOYEES AND APPLICANTS

SUBJECT: Policy Statement on Equal Employment Opportunity

I am personally committed to Equal Employment Opportunity (EEO) principles. 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 must be given fair treatment and equal employment opportunity regardless of their race, color, religion, sex, national origin, age, disability, genetic information, and pregnancy to include childbirth and related medical conditions, and will not be subjected to reprisal.

Each of us is responsible for ensuring that our 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 who engages in a protected activity, opposes discrimination, or participates 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 EEO 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. As we endeavor to ensure our workforce has a clear understanding of EEO principles, and their rights and responsibilities under EEO laws, all DCMA employees must complete EEO and Prevention of Harassment training annually.

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) 609-4766 or dcma.lee.hq.mbx.eeo@mail.mil.

Sonya I. Ebright, SES
Acting Director