



## DEFENSE CONTRACT MANAGEMENT AGENCY

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

DCMA-DPS 001

October 7, 2024

### 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 shall be given fair treatment and equal employment opportunity regardless of their race, color, religion, age, sex, national origin, disability, reprisal, marital status, parental status, genetic information, political affiliation or other prohibited non-merit factors.

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. We aim to enhance morale, teamwork and performance goals and mission objectives. Unlawful discrimination will not be practiced, condoned or tolerated. Allegations of harassment will be immediately investigated. Reprisal against anyone who engages in a protected activity, opposes 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. Reprisals will not be tolerated.

I strongly support and affirm the full implementation of equal employment opportunity (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 are required to 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.gregg-adams.hq.mbx.eeo@mail.mil](mailto:dcma.gregg-adams.hq.mbx.eeo@mail.mil).

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G. L. Masiello  
Lieutenant General, U.S. Marine Corps  
Director