



## DEFENSE CONTRACT MANAGEMENT AGENCY

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

OCT 28 2020

DCMA-DPS 008

MEMORANDUM FOR ALL DCMA PERSONNEL

SUBJECT: DCMA Sexual Assault Prevention and Response (SAPR) Policy Statement

Sexual assault is a crime that has no place in today's society and certainly not within DCMA. It is a violation of everything our organization stands for and directly opposes the agency's core values of integrity, service, and excellence. It is my policy that DCMA personnel, military and civilian, shall at all times conduct themselves in a manner that is respectful of others. I have a "zero tolerance" standard for sexual assault.

DCMA has aggressive and sustained measures to prevent sexual assault and to ensure prompt, victim centered care and response for all sexual assault victims. Leaders at all levels are directed to take action to prevent and deter all forms of sexual assault, protect and support victims, report allegations of sexual assault to the appropriate authorities, and hold properly substantiated offenders accountable. Additionally, all leaders and supervisors are responsible for ensuring the safety of DCMA personnel and maintaining an organizational climate that encourages sexual assault reporting without fear of retaliation. Personnel who believe they have experienced retaliation as a result of filing a sexual assault report may report their experiences safely and securely through the DoD IG Complaint Hotline at (800) 424-9098 or complete an online hotline complaint form at <http://www.dodig.mil/hotlinecomplaint.html>.

Component Heads and CMO/Center Commanders/Directors will: (1) Comply and remain current with all sexual assault prevention requirements as set forth by the Department of Defense Directives and Instructions, (2) Immediately report to the DCMA SAPR Program Manager any occurrences of sexual assault and provide assessments of their prevention efforts and responses to these incidents; and (3) Monitor their command climate with respect to sexual assault and ensure victims are treated with dignity, compassion and respect.

Civilian employees who are victims of sexual assault may file an unrestricted report through their chain of command, law enforcement, a Sexual Assault Response Coordinator (SARC) or SAPR Victim Advocate (VA). Uniformed service members who are victims of sexual assault may file an unrestricted or restricted report (a restricted report cannot be filed with anyone other than medical personnel, a SARC or VA). Any DCMA employee or military member with knowledge of or who witnesses a sexual assault must report the incident to a DCMA SARC or SAPR VA. A complete listing of DCMA SARCs and VAs can be found on the SAPR website at: <https://360.intranet.dema.mil/directorate/PH-D/DD/DDO/SitePages/SAPR%20DCMA.aspx>. Military and civilian personnel can also contact the DoD Safe Helpline at 877-995-5247, or <http://www.safehelpline.org> for sexual assault assistance and information.

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This policy is designed to reinforce my commitment to sexual assault prevention. However, all DCMA personnel have responsibility for solving the problem of sexual assault. I am firmly committed to ensuring DCMA maintains a climate where mutual respect, trust and professional values create an environment where sexual assault is not tolerated, condoned, or ignored. I ask every member of DCMA to look out for and take care of one another. We must all be vigilant in our efforts to prevent this unacceptable conduct. I will not allow sexual assault to injure our personnel, friends, and families, nor destroy our professional values and compromise readiness.

Additional information may be obtained from the DCMA SAPR Program Manager at 804-609-4199 or [cheryl.a.hendrix.civ@mail.mil](mailto:cheryl.a.hendrix.civ@mail.mil).

A handwritten signature in black ink, appearing to read 'D. Bassett', with a large, sweeping flourish extending to the right.

David G. Bassett  
LTG, USA  
Director