



## DEFENSE CONTRACT MANAGEMENT AGENCY

3901 A. AVENUE, BUILDING 10500  
FORT LEE, VIRGINIA 23801-1809

DCMA-DPS 011

### MEMORANDUM FOR ALL DCMA EMPLOYEES

SUBJECT: Support and Treatment of Employee Resource Groups within DCMA

Employee Resource Groups (ERGs) comprise members of the workforce who assemble based upon shared characteristics, interests or life experiences. ERGs previously were referred to as "affinity groups," and membership traditionally included representatives from underserved segments of the workforce. ERGs today, however, are expanding to include group characteristics such as military experience, professional background, generational attributes and wellness initiatives. Through such diversity and common bonds, DCMA recognizes that ERGs can provide support, enhance career development and make positive contributions to the personal and professional development of DCMA employees in the workplace.

Consistent with the Joint Ethics Regulation and various DoD issuances, ERGs are identified as non-federal entities. In such a role, ERGs are essentially self-sustaining special interest groups, established by individuals, including DCMA employees, acting exclusively outside the scope of any official capacity as officers, employees or agents of the Federal Government.

Working through the DCMA Office of Diversity and Inclusion, ERGs may operate within DCMA upon fulfilling certain requirements. The ERG must first submit a written charter to the DCMA Office of Diversity and Inclusion (ODI) for consideration by the DCMA Director or a duly authorized designee. At a minimum, such documentation should (1) address the function, objectives and membership eligibility of the ERG; (2) describe the responsibilities of the ERG's officers for asset accountability and sound financial and operational management; and (3) expressly indicate that the ERG does not discriminate in membership policies on the basis of age, race, religion, color, national origin, disability, ethnic group or gender. Upon further review of documentation, the DCMA Director, or a designee, will make an express determination whether the ERG will make a positive contribution to the quality of life of DCMA personnel and will determine whether or not the ERG is permitted to operate within DCMA.

With ERGs being non-federal entities, DCMA is not permitted to control or to dictate internal activities or the structure of the ERGs. Moreover, consistent with the Joint Ethics Regulation and various DoD issuances, DCMA support to ERGs must be uniform, recognizing that support of ERGs is important to the personal and professional development of the DCMA workforce. DCMA cannot provide any financial assistance to ERGs. Nor can DCMA sanction or endorse ERGs. DCMA, however, may authorize logistical support to ERGs, including, but not limited to, (1) use of DCMA space to conduct meetings of reasonable duration and frequency; (2) permitting DCMA employees to participate in ERG meetings or other ERG activities, without taking leave, for a period not to exceed two hours per pay period,

understanding that DCMA employees must first obtain supervisor approval and that DCMA management may revoke any authorized time for ERGs if mission requirements warrant or abuse is identified; and (3) nominal use of certain DCMA communication systems and equipment [i.e., DCMA 360] to provide DCMA employees notification of meetings and related ERG activities. One of the DCMA organizational directors, or an authorized senior designee [i.e., a deputy organizational director, a CMO Commander, a deputy CMO Commander, a GS-15 or military equivalent], must determine that such incidental logistical support does not adversely affect the performance of official duties by DCMA employees and serves a legitimate public interest. Such legitimate public interests may include, but are not limited to, improving the morale of DCMA employees, enhancing the professional skills of DCMA employees, increasing the training opportunities for the DCMA workforce or contributing toward the objectives of DCMA's Diversity and Inclusion Strategic Plan.

To prevent the appearance of an official sanction or endorsement by DCMA, ERGs may not use the seals, logos or insignia of the DoD, DCMA or any DCMA organizational unit on ERG letterhead, correspondence, titles, or in association with ERG programs, locations or activities. Nor may members of ERGs, who are also DCMA employees, identify their role in ERGs when conducting official DCMA business through electronic mail. Moreover, an ERG must prominently display the following disclaimer on all print and electronic media referencing the ERG's name confirming that the ERG is not part of DCMA or DoD: "THIS IS A PRIVATE ORGANIZATION. IT IS NOT PART OF THE DEPARTMENT OF DEFENSE, THE DEFENSE CONTRACT MANAGEMENT AGENCY OR ANY OTHER DOD COMPONENT AND IT HAS NO GOVERNMENT AL STATUS."

Through a proactive approach, consistent with this policy statement, the Joint Ethics Regulation, applicable DoD issuances and DCMA diversity objectives, ERGs can serve an important role in promoting the professional and personal development of the DCMA workforce and assist in improving opportunities for career enhancement and a fulfilling career of government service. Thus, DCMA is committed to authorizing the operation of ERGs within DCMA which serve a legitimate public interest and promote the quality of government service for the betterment of our nation and communities.

Wendy M. Masiello  
Lt Gen, USAF  
Director

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