



DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY
27130 TELEGRAPH ROAD
QUANTICO, VA 22134-6801

March 26, 2024

MEMORANDUM FOR ALL DCSA PERSONNEL

SUBJECT: Sexual Harassment

Point of Contact: Diversity and Equal Opportunity (DEO) Office, dcsa.eeo@mail.mil

Background. Sexual harassment is a serious issue that threatens mission accomplishment and Agency cohesion. Title VII of the Civil Rights Act of 1964¹ (as amended) prohibits sexual harassment, which involves unwelcome sexual advances (regardless of gender), requests for sexual favors, and other verbal or physical conduct of a sexual nature.² All allegations of sexual harassment will be taken seriously, and all leaders must take immediate action when an allegation is made. Sexual harassment affects all of us; it destroys trust and team cohesion. We each play a critical role in ensuring everyone is treated with fairness, dignity, and respect.

Applicability. This direction applies to DCSA employees, personnel detailed or assigned to DCSA (e.g., via joint duty assignments or internships), and contractor personnel.

Policy. DCSA personnel must conduct themselves professionally and appropriately at all times. Managers and supervisors must take immediate action to enforce this policy when they become aware of incidents involving sexual harassment. Any DCSA employee found to have engaged in sexual harassment is subject to disciplinary action, up to and including removal from Federal service. Managers and supervisors who fail to appropriately respond to reports of sexual harassment may be disciplined for failure to take swift and appropriate action. Any form of retaliation against those who make a report will not be tolerated.

Employees should promptly report any allegations of sexual harassment to their immediate supervisor, another supervisor in the office, the Human Capital Management Office, or to the DEO Office. Volunteers, interns and/or visitors should immediately notify an individual in authority over their event, function, or work site. Contractor personnel should contact their employer or the DEO Office.

Individuals with disabilities who need assistance or have questions may contact Ms. Lorraine Lupo at lorraine.a.lupo.civ@mail.mil or (571) 305-6716. A copy of this policy will be posted on the intranet and all DCSA bulletin boards.

A handwritten signature in blue ink that reads "David M. Cattler".

David M. Cattler
Director

¹ <https://www.eeoc.gov/laws/statutes/titlevii.cfm>

² <https://www.eeoc.gov/eeoc/publications/fs-sex.cfm>