



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

July 14, 2025

MEMORANDUM FOR ALL DCSA PERSONNEL

SUBJECT: Annual Statement on Equal Employment Opportunity

Reference: DCSA Instruction [08-11](#), "Equal Employment Opportunity Program," March 18, 2022

Point of Contact: Office of Equal Employment Opportunity, dcsa.eeo@mail.mil

Background. As a leading provider of integrated security services, the DCSA is dedicated to safeguarding national security against evolving threats. DCSA's success is built upon the contributions of every employee. The unique contribution of every Gatekeeper contributes to unrelenting success.

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

Policy. Discrimination, workplace harassment, or reprisal by any DCSA employee for any reason, against any person based on membership in a protected class,¹ is unacceptable, and leaders at all levels must address any complaints of discrimination promptly. Employees or applicants who believe they have been discriminated against based on membership in a protected class have the right to file a complaint with the EEO Office.

It is imperative that DCSA managers and supervisors understand their legal obligations and responsibilities as prescribed by Federal laws and regulations. This includes ensuring that employment decisions and personnel actions are based on job-related qualifications and merit-based considerations. Managers and supervisors must not only promptly address allegations of discrimination, but must take active measures to prevent its occurrence.

Employees who believe they have been subjected to unlawful discrimination, retaliation or harassment, based on membership in a protected class should contact the Complaints Branch at dcsa.eeo@mail.mil within **45 calendar days** from when an alleged event or action occurred, or from when the employee learned of the action, to begin the EEO complaint process. DCSA promotes the use of alternative dispute resolution to resolve EEO claims where appropriate. Individuals with disabilities, and those who require an accommodation for sincerely held religious beliefs or practices, who need assistance may contact the Compliance Branch at dcsa.rac@mail.mil. A copy of this policy will be posted on the DCSA intranet, and should be posted by DCSA leaders visibly in DCSA workspaces.

David M. Cattler
Director

¹ Protected classes are as follows: Race, color, religion, sex (including pregnancy), national origin, age (40 and over), disability, and genetic information.