



DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

27130 TELEGRAPH ROAD
QUANTICO, VA 22134-6801

Policy Memorandum 23-004, Annual Statement on Equal Employment Opportunity

Effective Date: August 25, 2023

Reference: DCSA Instruction 08-11, "Equal Employment Opportunity Program," March 18, 2022

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

Supersedes: Policy Memorandum 22-003, March 18, 2022

Background. Successful organizations promote a culture that rewards hard work and talent, while also providing advancement opportunities to everyone based on the merits of their work and value to the organization. In such an organization, all employees have the freedom to compete on a fair and level playing field. This principle is the foundation of effective equal employment opportunity programs. To foster this culture in DCSA, we must attract, develop, and retain a dynamic, agile workforce that draws strength from diversity of background, thought, and experience. The wide range of thinking, creativity, and analysis necessary to accomplish our mission demands that we examine issues from multiple viewpoints. Our ability to foster equity and inclusion, and to bring individual experiences and perspectives together, enhances innovation and problem-solving. Equal opportunity principles are not only a matter of conforming to legal requirements; they are also imperative to economic and national security.

Applicability. This guidance applies to DCSA employees, personnel detailed or assigned to DCSA (e.g., 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 a protected class,¹ is unacceptable, and senior leaders must address any complaints of discrimination promptly. Employees or applicants who believe they have been discriminated against based on a protected class have the right to file a complaint with the DEO Office.

For additional information about the EEO complaint process,² please contact Ms. Yolanda M. King, EEO Complaints Manager, at yolanda.m.king.civ@mail.mil or 571-305-6734. Individuals with disabilities who need assistance 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 DCSA intranet and all bulletin boards.

William K. Lietzau
Director

¹ Protected classes are categorized as follows: race, color, religion, sex (including sexual orientation, pregnancy, and gender identity), national origin, age (40 and over), disability, or genetic information.

² EEO covers all personnel/employment programs, management practices, and decisions, including recruitment, hiring, merit promotions, transfers, reassignments, training and career development, benefits, and separations.