



DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

27130 TELEGRAPH ROAD
QUANTICO, VA 22134-2253

Policy Memorandum 20-003, Equal Employment Opportunity

Effective Date: December 18, 2020

Point of Contact: [Diversity and Equal Opportunity \(DEO\) Office](#)

Supersedes: Policy Memorandum 19-006, "Equal Employment Opportunity," August 1, 2019

Background. Successful organizations promote a culture that rewards hard work and talent, and provides advancement opportunities to everyone based on the merits of their work and its value to the organization. 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, will enhance innovation and problem-solving. Equal opportunity principles are not only a matter of conforming to legal requirements; they are an economic and national security imperative.

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 by any DCSA employee for any reason, against any person based on a protected class¹, is unacceptable, and senior leaders must address promptly any complaints of discrimination. 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, or if you have questions about the policy or a specific situation related to this policy, please contact Ms. Yolanda M. King, EEO Complaints Manager, at (571) 305-6734 or yolanda.m.king.civ@mail.mil. Individuals with disabilities who need assistance may contact Dr. Carey Williams at carey.j.williams2.civ@mail.mil or (571) 305-6297. A copy of this policy will be posted on the DCSA intranet and all bulletin boards.

William K. Lietzau
Director

¹ Protected classes are race, color, religion, sex (including sexual orientation), gender identity, marital status, parental status, pregnancy, national origin, age (40 and over), disability, or protected genetic information.