



DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

27130 TELEGRAPH ROAD
QUANTICO, VA 22134-2253

Policy Memorandum 20-005, Sexual Harassment

Effective Date: December 18, 2020

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

Supersedes: Policy Memorandum 19-007, "Sexual Harassment," August 1, 2019

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 must be taken seriously, and everyone in a leadership role must take immediate action when an allegation is brought to your attention. Sexual harassment affects all of us, and we each play a role in ensuring everyone is treated with fairness, dignity, and respect.

Applicability. This guidance 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 in the workplace. 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.

Employees should report instances of sexual harassment 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 Dr. Carey Williams at (571) 305-6297 or carey.j.williams2.civ@mail.mil. A copy of this policy will be posted on the intranet and all DCSA bulletin boards.

William K. Lietzau
Director

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

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