



**DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
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FORT BELVOIR, VIRGINIA 22060-6221**

APR 20 2016

MEMORANDUM FOR ALL DEFENSE LOGISTICS AGENCY (DLA) EMPLOYEES

SUBJECT: Policy Statement on Equal Employment Opportunity (EEO)

Equality of opportunity for our workforce is one of DLA's unwavering standards. Equality, diversity and inclusion are not just principles; they are integral components of DLA's mission and strategic goals.

Discrimination in any form will not be tolerated. Discrimination occurs when an individual, or group of individuals are singled out and treated differently because of their diverse characteristics. These characteristics include race, color, religion, sex, national origin, age, disability, and genetic information. Sex-based discrimination involves engaging in unfavorable actions that impact individuals of a certain sex to include pregnancy, sexual orientation, sex stereotyping, and gender identity, to include transgender status. Retaliation against individuals that have engaged in protected EEO activity is also strictly prohibited. Protected activity includes any form of participation in the EEO complaint process, and opposition to any practice or action believed to be discriminatory.

Supervisors and employees are strictly prohibited from engaging in acts of discrimination, and will adhere to EEO policies and regulations. Employees that observe acts of discrimination are obligated to report such matters to the appropriate officials. Supervisors who observe acts of discrimination, to include acts of harassment and intimidation, must address such matters immediately.

Any person who believes they have been subjected to discrimination should immediately raise their concerns with someone in their chain of leadership. When such matters are raised, supervisors and employees are expected to make a good faith, constructive effort to resolve the matter at the lowest possible level. To ensure full understanding of all available options, the employee is also strongly encouraged to contact the EEO office not later than 45 calendar days from the date of the alleged discriminatory act.

As DLA continues to strive towards excellence in the resiliency of its people and culture, it is vital that all DLA personnel embrace the principles of equality and diversity. Our core values of integrity, resiliency, diversity, innovation, accountability, and excellence demand nothing less.

A handwritten signature in blue ink, reading "Andrew E. Busch".

ANDREW E. BUSCH  
Lieutenant General, USAF  
Director