



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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5 DEC 2023

MEMORANDUM FOR DEFENSE LOGISTICS AGENCY EMPLOYEES

SUBJECT: Policy Statement on Equal Employment Opportunity

The Department of Defense (DoD) and the Defense Logistics Agency (DLA) are committed to ensuring a workplace free from discrimination for all civilian employees and Service members. Federal civilian employees provide essential support to the fighting force, enabling the men and women in uniform to focus on their critical missions. As the Director, I am honored to reaffirm the agency's commitment to the principles of Equal Employment Opportunity (EEO) in the workplace. Equality, diversity, and inclusion for everyone are not just principles, they are integral components to accomplishing DLA's mission and strategic goals.

Workplace discrimination of any kind, which includes sexual or non-sexual harassment, directed towards an individual, or group of individuals because of their race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, and genetic information is prohibited. Reprisal against individuals engaged in protected EEO activity (such as reporting discrimination or participating in the EEO process) is also prohibited. DLA employees shall not engage in discrimination or acts of reprisal and must comply with all EEO laws, policies, procedures, and executive orders. DLA will not tolerate workplace harassment or reprisal against anyone who engages in protected activity and will take prompt action if an employee has engaged in discriminatory conduct and/or reprisal.

EEO covers all personnel/employment programs, and management practices and decisions, such as, recruitment, hiring, merit promotions, transfers, reassignments, training and career development, benefits, and separations. It is DLA's responsibility to ensure that all employees are afforded equal opportunity to compete on a fair and level playing field. All employees enjoy the same rights and privileges of employment which include providing reasonable accommodations to employees and applicants with disabilities and sincerely held religious beliefs, observances, and practices.

DLA senior leaders, supervisors and managers have a critical role and responsibility to prevent and eliminate workplace discrimination by exhibiting values-based leadership, modeling appropriate behavior, leading by example, treating everyone with dignity and respect, and promoting an ethical, equitable, and inclusive workplace culture. Additionally, senior leaders, supervisors and managers who observe or receive reports of acts of discrimination and/or reprisal must address such matters immediately. Likewise, employees that observe acts of discrimination must report such acts to senior leaders, their supervisor and/or manager.

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Employees or applicants who believe they have been subjected to workplace discrimination or retaliation are encouraged to contact their servicing EEO office within 45 calendar days from the date of the alleged discriminatory act. Information can be obtained by visiting the DLA EEO website at www.dla.mil/EEO/Business/Complaint-Process.

It is incumbent upon all of us to ensure that DLA is a model employer that sets the example of a workplace free of discrimination and reprisal, and that is committed to equity and inclusion. Furthermore, each of us is responsible for implementing DLA's EEO Policy and cooperating fully in its enforcement. In so doing, we reaffirm our collective commitment to the principles of Equal Employment Opportunity (EEO) in the workplace.

For more EEO information, please visit the DLA EEO website at www.dla.mil/EEO.



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VADM, SC, USN
Director