



**DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD  
FORT BELVOIR, VIRGINIA 22060-6221**

January 13, 2022

MEMORANDUM FOR DEFENSE LOGISTICS AGENCY EMPLOYEES

SUBJECT: Policy Statement on Equal Employment Opportunity

Equality of opportunity for our workforce is one of the Defense Logistics Agency's (DLA's) unwavering endeavors. Equality, diversity, and inclusion for everyone are not just principles; they are integral components to accomplish DLA's mission and strategic goals. Workplace discrimination, including harassment, of any kind directed towards an individual, or group of individuals who are singled out and treated differently because of their race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (over 40), disability, and genetic information is prohibited. Retaliation against individuals engaged in protected Equal Employment Opportunity (EEO) activity, such as participating in the EEO complaint process or opposing discriminatory practices or actions, is also prohibited.

DLA is committed to ensuring a workplace free from unlawful discrimination, harassment, and retaliation. Supervisors and employees will adhere to EEO policies and regulations, and refrain from engaging in acts of discrimination. Employees that observe acts of discrimination must report such matters to the appropriate officials. Supervisors who observe acts of discrimination, to include acts of harassment, must address such matters promptly, to include discipline and provide remedies for individuals harmed.

Employees who believe they have been subjected to workplace discrimination because of their protected activity should immediately raise their concerns with their chain of command or contact their servicing EEO office within 45 calendar days from the date of the alleged discriminatory act. When such matters are raised, supervisors and employees will make a good faith effort to reach agreeable solutions.

As DLA continues to achieve new levels of performance, accountability, and customer satisfaction, it is vital that all employees have a role in eradicating workplace discrimination, be a beacon of dignity and mutual respect, and embrace equal opportunity and inclusiveness for everyone. For more EEO information, please visit the DLA EEO website at [www.dla.mil/EEO](http://www.dla.mil/EEO).

A handwritten signature in black ink, appearing to read "M.C. Skubic", is positioned above the printed name.

**M.C. SKUBIC**  
Vice Admiral, SC, USN  
Director