



**DEFENSE SECURITY COOPERATION AGENCY**  
2800 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-2800

OCT 16 2023

MEMORANDUM FOR DEFENSE SECURITY COOPERATION AGENCY WORKFORCE

SUBJECT: Fiscal Year 2024 Policy Statement on Equal Employment Opportunity

The Department of Defense (DoD) and the Defense Security Cooperation Agency (DSCA) are committed to ensuring an atmosphere that is 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.

Workplace discrimination of any kind (including 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 and over), disability, and genetic information is prohibited. Reprisal against individuals engaged in protected EEO activity is also prohibited. It is the Agency's responsibility to ensure all employees are afforded the freedom to compete on a fair and level playing field, the opportunity to participate in the workforce, and access to all rights and privileges. To foster an environment of equal and fair competition across the workforce, DSCA also provides reasonable accommodations to employees and applicants with disabilities and sincerely held religious beliefs, observances, and practices.

EEO laws cover all personnel and employment programs and management practices and decisions, including, but not limited to, recruitment, hiring, merit promotions, transfers, reassignments, training and career development, benefits, and separations.

DSCA managers and supervisors have a responsibility to help prevent and eliminate harassment in the workplace. Likewise, I wish to remind all DSCA employees of their duty not to engage in harassing conduct and to report any such conduct if it occurs.

Employees that observe acts of discrimination must report such matters to the appropriate officials. Supervisors who observe acts of discrimination, harassment, and reprisal must address such matters immediately. All employees must comply with EEO laws, policies, procedures, and executive orders. In addition, all senior leaders, managers, and supervisors must model values-based leadership and appropriate behavior, lead by example, treat everyone with dignity and respect, and promote an ethical, equitable, and inclusive workplace culture.

Consistent with federal laws, DSCA will not tolerate workplace harassment or reprisal against an employee who engages in protected activity, such as reporting discrimination or harassment, participating in the EEO process, whistleblowing, or the exercise of any appeal or grievance right. DSCA will take prompt responsive action when an employee or supervisor is found to have engaged in discrimination, retaliation, or harassment.

Employees or applicants who believe that they have been subjected to workplace discrimination, harassment, or retaliation are encouraged to contact the Defense Logistics Agency (DLA) EEO & Diversity Office<sup>1</sup> within 45 calendar days from the date of the alleged discriminatory act. Information can be obtained by visiting the DLA EEO website at <https://www.dsca.mil/eo-equal-employment-opportunity>.

It is incumbent upon all of us to ensure that our Agency is a model employer and serves as an example of equity and inclusiveness for all workplaces, within and outside the Federal Government. Likewise, each of us must take responsibility for implementing the Agency's EEO Policy and cooperating fully in its enforcement. In so doing, we reaffirm our collective commitment to a workplace free of unlawful discrimination, harassment, and retaliation. We must work together to ensure a workplace where we all thrive.

For more EEO information, please visit the DSCA EEO website at <https://www.dsca.mil/eo-equal-employment-opportunity>.



James A. Hursch  
Director

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<sup>1</sup> DLA provides EEO and human resource services to DSCA.