



**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 Prevention of Sexual Harassment Policy Statement

The Defense Security Cooperation Agency (DSCA) has zero tolerance for sexual harassment. DSCA is committed to eliminating incidents of sexual harassment through awareness and prevention, training, reporting, and accountability. As the Director, I expect each member of the DSCA team to do their part to foster a culture and work environment of dignity and respect. It is our collective and individual responsibility to ensure our agency is free from all forms of harassment, both sexual and non-sexual, and discrimination.

**Sexual Harassment** is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, obscene remarks, or physical conduct of a sexual nature. In a work setting, such conduct must be so objectively offensive as to alter the conditions of the victim's employment. This could include, for example, when submission or rejection of the conduct is explicitly or implicitly a condition of employment; submission or rejection of the conduct is a basis for employment decisions; or the conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive environment. A victim may be anyone affected by the conduct, not just the person at which the conduct is directed. A harasser may be the victim's supervisor, a co-worker, or non-Agency employee, and both the victim and harasser may be the same sex.

All individuals within the Federal workplace, including Federal employees, contractors, students, interns, and military personnel, are protected from sexual harassment. Individuals who believe they have been sexually harassed or have observed conduct that could be sexual harassment are encouraged to tell the offending person the behavior is inappropriate, unwelcome, and must stop, and the individual should immediately report the matter to someone within their supervisory chain. If the individual is uncomfortable reporting the matter within their supervisory chain, then the individual should immediately contact our Talent Management (TM) Directorate or the Defense Logistics Agency EEO & Diversity Office<sup>1</sup> by email at [HQEEOinquiries@dla.mil](mailto:HQEEOinquiries@dla.mil) or by phone at 571-767-6777. Generally, employees should contact a DLA EEO Counselor within 45 calendar days from the date of the alleged harassment.

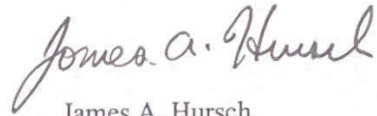
Managers and supervisors must play an active role to ensure our work environment is free from sexual harassment and other forms of harassment. Prevention of Sexual Harassment training is a mandatory annual requirement for civilian employees and supervisors, as well as for military members who supervise civilians. Upon becoming aware that an employee is being harassed, managers and supervisors will take prompt, appropriate action to stop the harassment and will

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

immediately report all allegations of sexual harassment to DSCA's TM Directorate. Administrative action will be taken against DSCA employees who are found to have committed sexual harassment.

Please join me in ensuring DSCA is a workplace free of sexual harassment. For more information, please visit the DSCA EEO website at <https://www.dscamilitary.com/eo-equal-employment-opportunity>.

A handwritten signature in cursive script that reads "James A. Hursch".

James A. Hursch  
Director