



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

MAR 23 2012

MEMORANDUM FOR ALL DEFENSE LOGISTICS AGENCY (DLA) EMPLOYEES

SUBJECT: Policy on Equal Employment Opportunity

Ensuring equal employment opportunity (EEO) to our employees and applicants for employment directly enables us to execute Warfighter-focused, globally responsive, fiscally responsible supply chain leadership. DLA will recruit, hire, promote, train, and retain employees from all backgrounds who are committed to working together to accomplish our mission.

Our commitment to remove employment barriers to the advancement of women, minorities, and people with disabilities and to ensure DLA's success in achieving the goal of maintaining our status as a model employer is vital to our current and long-term success in effectively supporting Warfighters.

Discrimination, in any form, will not be tolerated. We will continue to foster a culture that values equality of opportunity, diversity, and inclusion for all employees and applicants for employment regardless of their race, color, religion, sex (including pregnancy and gender identity), sexual orientation, national origin, age (over 40), disability, or genetic information. Retaliation against any person because that person opposed an unlawful policy and/or practice, or participated in the EEO complaint process is illegal and incongruent with DLA core values.

Managers and supervisors will maintain a workplace free of harassment and discriminatory practices and policies, and are subject to discipline if it is found they have discriminated or retaliated. Employees and applicants who feel they have been subjected to discrimination may file an EEO complaint and seek redress by contacting their servicing EEO office not later than 45 calendar days from the date of the alleged discriminatory act. When workplace disputes arise, supervisors and employees are expected to make a good faith, constructive effort to resolve the matter at the earliest possible stage.

DLA is committed to the principles of equal employment opportunity. At DLA, Warfighter needs guide us, integrity defines us, diversity strengthens us, and excellence inspires us. EEO enhances our efficiency, guides our stewardship and ensures we are ready to give our Warfighters the support they deserve. All DLA managers, supervisors, and employees must do their part to uphold the tenets of equal employment opportunity.

A handwritten signature in black ink, appearing to read "Mark D. Harnitchek", is positioned above the printed name and title.

MARK D. HARNITCHEK  
Vice Admiral, SC, USN  
Director