



DEPARTMENT OF DEFENSE
HUMAN RESOURCES ACTIVITY
HEADQUARTERS
4040 FAIRFAX DRIVE, SUITE 200
ARLINGTON VA 22203-1613

MAR 27 2008

MEMORANDUM FOR ALL DEFENSE HUMAN RESOURCES ACTIVITY PERSONNEL

SUBJECT: Equal Employment Opportunity and Anti-Harassment Policy Statement

The Defense Human Resources Activity (DHRA) is committed to a discrimination free work environment reflecting an atmosphere of inclusion where equal opportunity (EEO) applies to all and where employment decisions are made on the basis of merit.

As a Department of Defense Field Activity chartered to support the Under Secretary of Defense for Personnel and Readiness (USD P&R), DHRA programs directly affect the delivery of benefits, readiness, and force protection. Each civilian employee is an essential member of a team supporting our national defense mission. Our continued success requires that we recruit, train, and retain employees from all backgrounds who are committed to working together without regard to race, religion, color, national origin, sex, age or physical or mental disability. In addition, all of our employees are entitled to work in an environment free from reprisal for filing EEO complaints or for participating in EEO activities.

We are committed to promoting equal employment opportunity for all individuals in our workplace and to providing maximum opportunities for all employees to develop their skills and advance their careers. All managers, supervisors, and employees are responsible for creating an atmosphere that is free from discrimination, including harassment, and from reprisal.

The Equal Employment Opportunity Commission (EEOC) Management Directive (MD-715) states that effective programs in support of equal employment opportunity shall be established and maintained and sets forth the essential elements of a model EEO program. DHRA will aggressively develop and implement those elements which include: demonstrated commitment to EEO on the part of leadership; integration of EEO into DHRA's strategic mission; management and program accountability for EEO; proactive prevention of unlawful discrimination; efficiency in implementation; responsiveness to issues or complaints; and compliance with governing laws.

DHRA employees and applicants for employment who believe they have been discriminated against based on their race, sex, color, ethnicity, religion, national origin, age, or disability, or who have experienced reprisal have the right to file an EEO complaint. In order to receive consideration, a complaint should be filed with any staff member of the servicing EEO office. That office can be reached at (703) 767-6777. Any employee found to have engaged in discrimination or retaliation will be subject to appropriate disciplinary action.

Workplace harassment may occur under circumstances not covered by Title VII. Nonetheless, if the non-Title VII harassment creates, or if it becomes pervasive could create, an

intimidating, hostile, or offensive working environment, it will not be tolerated. If the harassment is committed by a co-worker, employees should file complaints of harassment of this nature with their immediate supervisor. If the harassment is committed by their supervisor, the employee should report to the next level up their chain-of-command.

DHRA provides support and services that improve the efficiency and productivity throughout the DoD. I seek your full support of an inclusive and fair work environment. It will benefit DHRA employees, DoD, and all the people we serve.


Sharon H. Cooper
Executive Director