



**DEFENSE HUMAN RESOURCES ACTIVITY
HEADQUARTERS
4800 MARK CENTER DRIVE, SUITE 06J25-01
ALEXANDRIA, VA 22350-4000**

**MEMORANDUM FOR DEFENSE HUMAN RESOURCES ACTIVITY COMPONENT
DIRECTORS AND EMPLOYEES**

AUG 27 2015

SUBJECT: Equal Employment Opportunity (EEO) Policy Statement

The Defense Human Resources Activity (DHRA) is committed to creating and sustaining a diverse workforce and providing Equal Opportunity for all. This will reflect an atmosphere of inclusion where EEO applies to all and where employment decisions are made on the basis of individual merit regardless of race, color, sex (sexual harassment, pregnancy and sexual orientation), national origin, age (over 40), religion, disability (physical or mental), genetic information or reprisal (EEO activity).

Each employee is an essential member of a team supporting our national defense mission. Creating and maintaining an environment that is free from discrimination and harassment will help us to attract, develop and retain outstanding employees, while motivating and inspiring employee loyalty. Our continued success requires that we recruit, train and retain the best employees from all backgrounds without regard to race, color, sex, national origin, age, religion, disability or genetic information. In addition, our employees are entitled to work in an environment free from reprisal for participating in EEO activities.

I am committed to promoting equal opportunity in our workplace. All managers, supervisors and employees are responsible for creating an atmosphere that is free from discrimination and harassment based on the EEO protected categories. I expect all of you to work with me toward that goal by focusing on resolving EEO concerns at the lowest possible level. Any military member, employee, applicant for employment or contractor who believes he or she has been subjected to a discriminatory act is encouraged to report the incident as soon as possible to an appropriate management official, who will provide assistance and guidance.

DHRA employees and applicants for employment who think they have been discriminated against based on their race, color, sex, national origin, age, religion, disability, genetic information or believe they have experienced reprisal for prior EEO activity, have the right to file an EEO complaint. In order to receive consideration you must contact the DHRA EEO Office located at 4800 Mark Center Drive, Suite 06J25-01, Alexandria VA, 22350, within 45 days of the discriminatory or harassing event. The telephone number is (844) 857-3550, (571) 372-1962 or Federal Relay Service for hearing impaired (800) 877-8339, (866) 377-8642 and Quick Dial 711.

I seek your full support of an inclusive and fair work environment. It will benefit DHRA employees, DoD and everyone we serve.

Pamela S. Mitchell
Pamela S. Mitchell
Director