



DEFENSE THREAT REDUCTION AGENCY
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May 17, 2024

MEMORANDUM FOR DISTRIBUTION C

SUBJECT: Policy Statement on Civilian Equal Employment Opportunity

The Defense Threat Reduction Agency (DTRA) supports and promotes the principals of equal employment opportunity (EEO) for its entire workforce and applicants for employment, regardless of their race, religion, color, sex (including pregnancy, gender identity and sexual orientation), national origin, age, genetic information, or disability. All civilian employees will have the freedom to compete on a fair and level playing field with equal opportunity for competition. EEO covers all civilian employees and employment programs, management practices, and decisions. This includes, but not limited to, recruitment, hiring, merit promotions, transfers, reassignments, training and career development, benefits, and separations.

We must prioritize and maintain an equitable, diverse, inclusive, and accessible workplace that is free of unlawful discrimination and other inappropriate conduct. Workplace harassment will not be tolerated, and the Agency will correct the harassing conduct before it becomes severe or pervasive. Reprisals against civilian employees who engage in protected activities will not be tolerated, and the Agency supports all civilian employees' ability to exercise their rights under civil rights statutes.

I expect DTRA senior leaders, managers, and supervisors to take an active role in ensuring a workplace free of discrimination. Additionally, everyone has a role in creating a workplace free of discrimination by following the letter, intent, and spirit of EEO laws and policies. I expect leaders at all levels to take a swift and appropriate action against individuals who engage in inappropriate behavior or conduct.

Civilian employees who believe they have been discriminated against have the right to file an EEO complaint with the Equal Employment Opportunity Office at DTRA Ft Belvoir Org Mailbox DTRA EEO and Military Equal Opportunity Complaints (dtra-eeo-and-meo-complaints@mail.mil) without fear of harassment, reprisal, or retaliation based on participation in the EEO process. An attempt to restrain, interfere with, discourage, or coerce civilian employees or their representatives, witnesses, or Agency officials responsible for processing discrimination complaints is strictly prohibited and unlawful.

DTRA is a complex work environment where all people are valued and diversity of thought, perspective, background, and identity is among our Agency's greatest strengths.

Rebecca K.C. Hersman
Director