



DEFENSE THREAT REDUCTION AGENCY
8725 JOHN J. KINGMAN ROAD, STOP 6201
FORT BELVOIR, VA 22060-6201

JUN 16 2017

MEMORANDUM FOR DISTRIBUTION C

SUBJECT: Policy Statement on Civilian Equal Employment Opportunity

The Defense Threat Reduction Agency (DTRA) supports and promotes the principles of equal employment opportunity (EEO) in the workplace for all persons and prohibits discrimination based on race, color, religion, sex (including pregnancy and gender identity), national origin, disability (physical or mental), age (40 years and older), and genetic information. Preventing unlawful discrimination in employment policies, procedures, practices, and operations is a priority.

Federal laws, Presidential Executive Orders, and other laws are designed to proactively prevent discrimination. It is vital that personnel management decisions by senior leaders, managers, and supervisors are made to ensure that employees and applicants are treated fairly and with respect. I place significant importance on our stated values - Integrity, Service, Excellence, Innovation, and Teamwork.

Employees who believe they have been discriminated against have the right to file an EEO complaint with the Equal Opportunity and Diversity Programs Office (J0XE) by contacting them at (703)767-4451 or dtra.belvoir.J0.mbx.eo-inbox@mail.mil without fear of reprisal or retaliation based on previous participation in the EEO process.

Senior leaders, managers, and supervisors are expected to take an active role in ensuring a workplace free of discrimination. It is our responsibility to ensure that all employees are afforded a fair and competitive employment process under merit system principles. Each individual is expected to abide by the letter, intent, and spirit of EEO laws and policies. I am also committed to maintaining a workplace free of harassment. I expect leaders at all levels to continually monitor their work area and to take swift and appropriate disciplinary action against individuals who engage in inappropriate behavior or conduct.

This policy statement reaffirms the principles of EEO and assures that EEO program requirements will be enforced.


Vayl Oxford
Director



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MEMORANDUM FOR DISTRIBUTION C

SUBJECT: Policy Statement on Diversity and Inclusion

The Defense Threat Reduction Agency (DTRA) is committed to our employees, our Nation, and those we serve. The men and women, both civilian and military, who comprise our workforce, reflect a broad range of viewpoints, ideas, and backgrounds. Diversity mirrors our culture, values, and goals. Diversity encompasses race – and so much more – by celebrating and valuing the unique attributes, characteristics, and perspectives that makes each person who they are. DTRA's strength lies in our diversity and serves as the driving force behind our organization's excellence and mission success.

It is critical to seek out diversity of participation and to integrate the talent, background, and capabilities of our team. This creates and maintains an environment where diverse ideas are embraced as critical to accomplishing our mission. Continued success requires the full and active participation of each one of our talented and committed employees.

Employees who believe they have been discriminated against have the right to file an Equal Employment Opportunity (EEO) complaint with the Equal Opportunity and Diversity Programs Office (J0XE) by contacting them at (703)767-4451 or dtra.belvoir.J0.mbx.eo-inbox@mail.mil without fear of reprisal or retaliation based on previous participation in the EEO process.

I applaud our efforts in creating a positive work environment that challenges our employees to make the world safer from weapons of mass destruction and improvised threats. We are creating and sustaining an organizational climate in which people of diverse backgrounds, cultures, races, gender, religions, ethnicities, ages, and experiences are fully included, valued, and respected.

All leaders must continue to foster an environment where our employees have the opportunity to contribute, prosper, and advance in their careers. By fostering an atmosphere of diversity and inclusion, we will value and appreciate the strengths afforded by the differences in styles, ideas, and organizational contributions of each employee. Each of you is encouraged to continue your efforts toward a work environment where all employees have the opportunity to reach their full potential and maximize their contributions.


Vayl Oxford
Director



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MEMORANDUM FOR DISTRIBUTION C

SUBJECT: Policy Statement on Employment and Advancement of Individuals with Disabilities

As Director of the Defense Threat Reduction Agency (DTRA), I encourage all of you to help make our organization a model employer of individuals with disabilities (IwD), particularly those with targeted disabilities. I welcome your continued support as we strive to achieve the Department of Defense (DoD) hiring goal of two percent (2.0%) for individuals with targeted disabilities.

To ensure continued compliance with the Rehabilitation Act of 1973, as amended, I ask that you work together to identify, report, and eliminate barriers and ensure full compliance with Section 501 which prohibits discrimination in employment against qualified IwD by Federal agencies of the Executive Branch. I also ask that you ensure full compliance with Section 504 which prohibits any qualified individual with a disability from being excluded from, denied the benefits of, or subjected to discrimination under any program or activity that is conducted by or receives Federal financial assistance. Requirements under Section 504 include Reasonable Accommodation for employees with disabilities, program access, effective communication for those with hearing or vision disabilities, and accessible new construction and building alterations. DTRA will also comply with Section 508 which requires Federal electronic and information technology to be accessible to IwD, including employees and the public.

We will continue to identify and remove any barriers to hiring, retaining, and promoting IwD. Managers and supervisors should work closely with the Equal Opportunity and Diversity Programs Office (J0XE) to address impediments to hiring, retaining, and promoting IwD. Our ongoing Individuals with Targeted Disabilities Working Group will be a tremendous asset towards building a more diverse workforce.

In accordance with Executive Order 13548, Joint Improvised-Threat Defeat Organization (JIDO) Director (JD), Joint Directors, and Staff Office Chiefs will collaborate with the Human Resources Directorate (J1) and J0XE to increase opportunities for IwD through the use of the Schedule A Hiring Authority; veterans' programs, such as Wounded Warrior; the Workforce Recruitment Program; and other Federal, DoD, and special military programs. These efforts will help us reach IwD who seek employment with DTRA.

For information on the Reasonable Accommodation (RA) process or to obtain the RA Request Form (DTRA Form 123), please contact the Agency RA Coordinator in J1 at (703)767-0166.


Vayl Oxford
Director



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MEMORANDUM FOR DISTRIBUTION C

SUBJECT: Policy Statement on Harassment in the Workplace

I will ensure the Defense Threat Reduction Agency (DTRA) continues to maintain an environment that is free of workplace harassment. It is vital that all personnel uphold a culture that fosters high professional standards and integrity. Harassment adversely affects mission, morale, and productivity; therefore, we must ensure that all DTRA employees are valued and treated with dignity and respect.

Harassment comes in many forms. It can be unwelcome conduct exhibited toward someone based upon that person's race, color, religion, sex (including pregnancy and gender identity), national origin, age (40 years and older), disability (physical or mental), genetic information, and reprisal for participating in prior equal employment opportunity activities. Harassment becomes unlawful when (1) enduring the offensive conduct becomes a condition of continued employment, or (2) the conduct is severe and pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Harassment also includes inappropriate comments posted on social media, including internet sites and may include jokes, slurs, inappropriate printed materials, verbal or non-verbal conduct, bullying, as well as aggressive and unreasonable behavior between supervisor and employee or between co-workers. Employees who witness or are subjected to harassment of this nature should make it clear to the offending party that such behavior is unwelcome. However, an employee's failure to warn the offending party in no way justifies nor condones the harassing conduct. Harassment should be reported immediately to the Equal Opportunity and Diversity Program Office (J0XE) at (703)767-4451, dtra.belvoir.J0.mbx.eo-inbox@mail.mil or to the Inspector's General Office (J0XI) at (703)767-5849.

Managers and supervisors have the primary duty to act promptly to prevent and to eliminate all types of harassment. Failure to do so is unacceptable. Behavior that is inconsistent with this policy will be promptly and impartially investigated. Immediate, appropriate, and effective corrective action will be taken in cases where severe and pervasive conduct is substantiated. Retaliating or discriminating against an employee for reporting, filing a complaint, or cooperating with an investigation of allegations of harassment is prohibited and will result in appropriate administrative or disciplinary action. Harassment is unacceptable behavior and is a violation of Federal discrimination laws, regulations, and policies.

If you are a civilian employee and believe that you have been discriminated against based on race, color, religion, sex, age (over 40) national origin, disability, genetic information or reprisal for prior Equal Employment Opportunity (EEO) involvement, you may contact your supervisor/manager in your chain of command or the Equal Opportunity counselor in J0XE or J0XI. I assure that the confidentiality of your claim of harassment or discrimination will be

protected to the fullest extent possible. Any allegations of discrimination must be brought to the attention of JOXE within 45 calendar days of the occurrence. If you wish to report harassment, want to file and EEO complaint, request Alternate Dispute Resolution, please contact JOXE at (703)767-4451.



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Director



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MEMORANDUM FOR DISTRIBUTION C

SUBJECT: Policy Statement on Military Equal Opportunity

It is my policy to provide all military members assigned to the Defense Threat Reduction Agency (DTRA) with fair and equitable treatment and a duty atmosphere where all can achieve success. Our team of Soldiers, Sailors, Airmen, and Marines has my strongest personal respect and commitment.

I will not tolerate discrimination, harassment, or unequal treatment based on race, color, religion, sex, or national origin. Military members have my absolute assurance that I, along with all senior leaders, managers, and supervisors, will continue to promote an environment free from personal, social, or institutional barriers that impede their ability to contribute fully to our mission and to grow personally and professionally.

DTRA military members bring a rich diversity of experience and talent that enhances our ability to achieve our critical global mission. Our military members will be managed, trained, evaluated, rewarded, promoted, and retained based solely on their ability and contributions. I value the well-earned reputation of devotion to duty by our military members and I believe their expertise and stability are critical to meeting the global challenges we face.

If incidents occur that violate this policy, I expect our military members to seek prompt resolution at the lowest level by using the chain of command. Any matter that cannot be resolved should be brought to the attention of the J0XE at (703)767-4451, DSN 427-4451, or by e-mail at dtra.belvoir.J0.mbx.eo-inbox@mail.mil.

The Alternative Dispute Resolution (ADR) process is also available to military members and should be considered for conflict resolution, if appropriate. Please contact J0XE for further information on ADR. Complaints will be promptly and thoroughly investigated and appropriate action will be taken, if complaints are substantiated.


Vayl Oxford
Director



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MEMORANDUM FOR DISTRIBUTION C

SUBJECT: Policy Statement on Prevention of Sexual Harassment

As Director of the Defense Threat Reduction Agency (DTRA), I unequivocally confirm my commitment to a workplace free from sexual harassment. It is the duty of every civilian employee and military member of DTRA to provide and maintain an environment of trust and respect for all employees. Sexual harassment has no place in the workplace. Such harassment adversely affects our mission and productivity and will not be tolerated.

Sexual harassment is prohibited and violates Title VII of the Civil Rights Act of 1964, as amended; and Section 2302 of Title 5, United States Code. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct constitutes sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Everyone has a role and a responsibility in the prevention or elimination of sexual harassment by (1) examining his or her behavior on the job, (2) supporting this policy, and (3) notifying his/her supervisor or higher-level manager when there is a concern or incident. Managers and supervisors are accountable for enforcing standards of appropriate behavior.

Managers and/or supervisors must immediately report all instances of sexual harassment witnessed or brought to the manager/supervisor's attention immediately to our Equal Opportunity and Diversity Programs Office (J0XE) at (703)767-4451, dtra.belvoir.J0.mbx.eo-inbox@mail.mil or our Inspector's General Office (J0XI) at (703)767-5849. Managers and/or supervisors must not initiate any type of internal investigation related to alleged sexual harassment because it is of paramount importance that proper procedures for dealing with allegations of sexual harassment be appropriately addressed to ensure that individual rights are not violated.

I will not tolerate sexual harassment in the workplace. I expect swift actions to ensure that all claims of sexual harassment are thoroughly investigated. Violations will result in appropriate action against the offender(s) up to and including dismissal from federal service for civilian employees and action under the *Uniform Code of Military Justice* for military members. Management officials who fail to carry out their duty and responsibility under this policy may face disciplinary action.


Vayl Oxford
Director



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MEMORANDUM FOR DISTRIBUTION C

SUBJECT: Policy Statement on Sexual Assault Prevention and Response

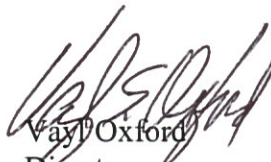
I am committed to the prevention of sexual assault throughout the Defense Threat Reduction Agency (DTRA). I expect all employees, both military and civilian, to model appropriate behaviors in the workplace and to advance a culture of respect and dignity.

Sexual assault is a crime defined as intentional sexual contact, characterized by use of force, physical threat, or abuse of authority, or when the victim does not or cannot consent. Sexual assault includes rape, non-consensual sodomy, unwanted inappropriate sexual contact or fondling, as well as attempts to commit these acts.

My goal is to ensure that we have a climate free of sexual assault incidents. Such incidents violate professional and personal dignity while eroding readiness and team unity. Sexual assault intrudes upon the sacred trust of those who serve, and can endanger members of our Armed Forces or the civilian workforce. Any form of sexual assault will not be tolerated.

I expect senior leaders, supervisors, and managers to understand their role and responsibility with respect to sexual assault victims. As an organization, we must create a climate where victims are encouraged to report incidents of sexual assault without fear. Critical to this, we have established a Sexual Assault Prevention Training and Awareness Program to educate our workforce and reaffirm our obligation to protect our service members and their families.

Sexual assault has no place in the DTRA workplace. Sexual assault is incompatible with our values and is punishable under the Uniform Code of Military Justice and other Federal and local laws. Any individual (victim or bystander) who is aware of a sexual assault must immediately report it to our Sexual Assault Response Coordinator, Mr. Phillip Ellis, J0XE at (703)767-4451/7769.


Vayl Oxford
Director