



DEFENSE TECHNICAL INFORMATION CENTER

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FORT BELVOIR, VIRGINIA 22060-6218

MEMORANDUM FOR ALL DEFENSE TECHNICAL INFORMATION CENTER EMPLOYEES

SUBJECT: Policy Memorandum No. 1 – Policy Statement on Equal Employment Opportunity

Equality of opportunity for our workforce is one of the Defense Technical Information Center's (DTIC's) unwavering endeavors. How we treat each other defines us as an organization. Equal opportunity is not just a principle but an integral component of DTIC's mission and strategic goals.

Workplace discrimination and/or harassment directed towards an individual, or group of individuals singled out and treated differently because of race, color, religion, sex (including pregnancy), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors, is prohibited. Retaliation against an employee who engages in protected activities, such as reporting discrimination or harassment or participating in the Equal Employment Opportunity (EEO) process, whistleblowing, or the exercise of any appeal or grievance rights provided by law, will not be tolerated at DTIC. EEO covers all personnel and employment programs, management practices and decisions, including, but not limited to, recruitment, hiring, merit promotion, transfers, reassignments, training and career development, benefits, and separations.

I am committed to ensuring DTIC's workplace is free from unlawful discrimination, harassment, and retaliation, and that all employees and applicants are free to compete on a fair and level playing field. I expect no less than complete support by all supervisors and employees by adhering to EEO policies and regulations and refraining from engaging in acts of discrimination, harassment, or retaliation against other employees and applicants for employment. Employees that observe acts of discrimination, harassment, or retaliation must report such matters to the appropriate officials. Supervisors who observe, receive reports of, or otherwise become aware of acts of discrimination, harassment, or retaliation must address such matters immediately.

Any DTIC employee who believes he/she has been subjected to workplace discrimination, harassment, or retaliation should immediately raise their concerns within their chain of leadership. Supervisors and employees will make a good faith, constructive effort to reach mutually agreeable solutions. Employees are encouraged to contact the servicing EEO office at 571-767-6777, no later than 45 calendar days from the date of the alleged discriminatory act to learn of all available options. More information about the EEO complaint process can be found at <https://www.dla.mil/EEO/>.

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As DTIC continues to strive towards excellence in resiliency, people, and culture, it is vital that all DTIC personnel embrace EEO principles, principles founded upon equality. Equal Employment Opportunity principles are non-negotiable, leading to a mission focused, capable team that cares for one another. Our core values of leadership, professionalism, and technical knowledge through dedication to duty, integrity, ethics, honor, courage, and loyalty demand nothing less.

Christopher E. Thomas
Administrator