



**DEFENSE CONTRACT AUDIT AGENCY
EQUAL EMPLOYMENT OPPORTUNITY AND EEO COMPLAINTS PROCESS
POLICY STATEMENT**

It is the policy of the Defense Contract Audit Agency (DCAA) that all DCAA personnel be fully committed to Equal Employment Opportunity (EEO) throughout the Agency. As expressed in the Agency's Strategic Plan for FY 2021- FY2025, the values of TEAM IT are reflected in our workplace. These values include respecting differences, encouraging inclusion, and managing, conflict. This creates win/win outcomes.

Discrimination based on race, color, religion, sex (to include pregnancy, sexual orientation, gender identity, and expression), national origin, age (40 and older), disability (mental/physical), genetic information, or reprisal (for taking part in an EEO protected activity) is prohibited by U.S. Equal Employment Opportunity Commission Regulations, 29 C.F.R Part 1614. DCAA will not tolerate any unlawful employment discrimination. All employees have the assurance that the Agency will not tolerate workplace harassment, and that the Agency will correct harassing conduct before it becomes severe or pervasive.

This policy applies to all terms and conditions of employment including but not limited to: recruiting, hiring, placement, promotion, demotion, job classification, job assignment, termination, transfer, leave of absence, compensation, training, and reasonable accommodations. The Agency will continue to strive to ensure that EEO policy is Agency policy and that all employment decisions will be made in a non-discriminatory manner and based on merit only. All employees have the right to compete on a fair and level playing field.

It is the responsibility of all DCAA personnel to ensure a workplace free of unlawful discrimination. Every manager and supervisor must demonstrate dynamic leadership to foster a workplace free of discrimination. Also, retaliation against any person who participates in the EEO process or opposes perceived discrimination is illegal and inconsistent with DCAA values.

Any employee, former employee, or applicant for employment who believes they have been discriminated against must contact a representative from the EEO Office within **45 days** of the date they knew or should have known of the alleged discrimination. Information about the EEO Complaints process can be found at [Equal Employment Opportunity Office \(EEO\) \(sharepoint-mil.us\)](https://sharepoint-mil.us).

If you have any questions regarding the EEO Discrimination Complaint Process please contact Ms. Patricia Obey, the DCAA EEO Complaints and ADR Branch Chief at patricia.o.obey.civ@mail.mil or (571) 448-4316.



Terri L. Dilly, Director

Date:

MAR 11 2024

THE EEO COMPLAINT PROCESS

Defense Contract Audit Agency



WHO CAN FILE?

Any current or former employee, or applicant for employment who believes he or she has been discriminated against because of:

- Race
- Religion
- Skin Color/Tone
- National Origin
- Age (40 or above)
- Reprisal
- Genetic Information
- Equal Pay and/or compensation
- Sex (includes pregnancy; gender stereotyping; and sexual orientation)
- Disability (mental or physical)



WHAT IS THE TIME LIMIT?

Allegations of discrimination **MUST** be raised with an EEO Counselor or EEO Official within **forty-five (45) calendar days** following:

- An alleged discriminatory act or incident
- The effective date of an alleged discriminatory personnel action; or
- Knowledge of an alleged discriminatory action



HOW TO MAKE CONTACT?

Ms. Patricia O. Obey

Office: (571) 448-4316

Mobile: (972) 652-3652

patricia.o.obey.civ@mail.mil

Mr. Benjamin N. Nidus

Office: (571) 448-4762

benjamin.n.nidus.civ@mail.mil





DEFENSE CONTRACT AUDIT AGENCY PREVENTION AND ELIMINATION OF UNLAWFUL HARASSMENT IN THE WORKPLACE POLICY STATEMENT

It is the policy of the Defense Contract Audit Agency (DCAA) that harassment is unacceptable conduct that degrades employees, causes disruption in the workplace, negatively impacts morale, and will not be condoned or tolerated. It further violates the Agency's values as expressed in the Agency's Strategic Plan for FY2021-FY2025. The values of TEAM IT (Teamwork, Excellence, Accountability, Mutual Respect, Integrity, and Trust) includes respecting differences, encourages inclusion, manages conflict well, and creates win/win outcomes. The Agency highly encourages the use of Alternative Dispute Resolution for workplace disputes. To the extent possible, DCAA will protect the confidentiality of the individuals bringing harassment claims.

Unlawful harassment includes, but is not limited to, unwelcome conduct, intimidation, ridicule, insult, offensive comments or jokes, or physical conduct based on race, color, religion, sex (whether or not of a sexual nature), national origin, age, disability, genetic information, or reprisal when an employee's acceptance or rejection of such conduct explicitly or implicitly forms the basis for a tangible employment action affecting the employee, or the conduct is sufficiently severe or pervasive as to alter the terms, conditions, or privileges of the employee's employment or otherwise create a hostile or abusive work environment.

If you are subjected to acts of harassment, you have an obligation to make it clear that such behavior is unwelcome, and immediately report the incident through the appropriate supervisory channel. It is the responsibility of every supervisor and manager, to examine the reported incident and ensure prompt, thorough, and impartial investigation. Reprisal against any Civilian who reports harassment is not tolerated. Employees must report any behavior they view as harassment before it becomes severe and pervasive. Supervisors and managers cannot correct harassment conduct unless they are aware of it.

Your commitment is required in order to establish and maintain a work environment free of harassment for all DCAA personnel. The commitment of every Civilian to prevent all forms of harassment will ensure that the command maintains the highest level of professional behavior and courtesy that marks DCAA's commitment to excellence. DCAA will take immediate and appropriate corrective action when it determines that harassment has occurred.

Employees and supervisors will familiarize themselves with DCAA Anti-Harassment Procedures which is posted at [Equal Employment Opportunity Office \(EEO\) \(sharepoint.mil.us\)](https://sharepoint.mil.us) [click on the "Anti-Harassment Program" icon and then click "DCAA Anti-Harassment Procedures". If you have any questions regarding this policy, please contact Ms. Anne S. Money, the DCAA Anti-Harassment Program Manager at anne.s.money.civ@mail.mil or (571) 448-3418.

Terri L. Dilly, Director

Date:

MAR 11 2024



**DEFENSE CONTRACT AUDIT AGENCY
REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES POLICY
STATEMENT**

It is the policy of the Defense Contract Audit Agency (DCAA) to provide reasonable accommodations to qualified individuals with disabilities. This policy applies to all Agency employees and applicants for employment.

A person with a disability is one who has a physical or mental impairment that substantially limits one or more major life activities. While many individuals with disabilities can work without accommodation, other applicants and employees face barriers to employment without the accommodation process. An employee with a disability in need of an accommodation must inform their supervisor upon becoming aware of a workplace barrier that is preventing them, due to a disability, from effectively competing for a position, performing a job, or gaining equal access to a benefit of employment. An employee is responsible for requesting accommodation before performance suffers or conduct problems occur.

Accommodation is provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or enjoying equal benefits and privileges of employment. No qualified individual is denied the opportunity for advancement solely because of his/her disability. Requests for reasonable accommodations are processed and provided, where appropriate, in a prompt, fair, and efficient manner. The simple rule is to focus on the ability, not on the disability.

A reasonable accommodation is a modification or adjustment in the performance of a job, employment practice, or work environment, making it possible for a qualified individual with a disability to experience equal employment opportunity and to enjoy access to benefits available to other individuals in the workplace. An accommodation does not alter or lower the standards or expectations but rather makes it easier for the employee to successfully perform the duties of the position.

Employees and supervisors are required to familiarize themselves with DCAA's procedures for processing requests for reasonable accommodations for individuals with disabilities. The information can be located on the agency intranet portal at [Equal Employment Opportunity Office \(EEO\) \(sharepoint-mil.us\)](#) [click on the "Program for Individuals with Disabilities" icon and then click "DCAA Reasonable Accommodation Procedures"]. DCAA managers and supervisors are expected to expeditiously process requests for reasonable accommodation made by employees and applicants for employment.

If you have any questions regarding the accommodation process please contact Mrs. Roxanne McHugh, the DCAA Reasonable Accommodation Manager at roxanne.m.mchugh.civ@mail.mil or (571) 448-6378.


Terri L. Dilly, Director

Date:

MAR 11 2024