



DEFENSE FINANCE AND ACCOUNTING SERVICE

8899 EAST 56TH STREET
INDIANAPOLIS, IN 46249-0201

MEMORANDUM FOR ALL DEFENSE FINANCE AND ACCOUNTING SERVICE EMPLOYEES

SUBJECT: Equal Employment Opportunity Policy Organizational Commitment
Statement

The Defense Finance and Accounting Service (DFAS) is committed to the principles of equal opportunity for all employees and applicants and strives to ensure a workplace free from unlawful discrimination, harassment, and retaliation.

DFAS employees and applicants for employment are covered by laws, rules, and regulations designed to ensure a workplace free from discrimination on the basis of race, color, religion, sex, national origin, age (40 and over), disability, genetic information, pregnancy, childbirth or related medical conditions, political affiliation, military service, veteran status, retaliation/reprisal, or other non-merit-based factors. These protections extend to all workplace practices and decisions, including, but not limited to recruiting, hiring, transfers, reassignments, promotions, appraisal systems, performance ratings, mentoring, succession planning, professional development programs, and training. In alignment with DoW guidance, DFAS is also firmly committed to supporting employees and applicants for employment in their requests for reasonable accommodations, whether for individuals with disabilities or individuals with sincerely held religious beliefs, observances, or practices.

All employees and applicants for employment will have the freedom to compete on a fair and level playing field and will be treated equally under the law. Employees and applicants have the right to report incidents of discrimination or harassment without fear of retaliation. Likewise, DFAS employees will not engage in discrimination, retaliation, or harassment. Workplace harassment will not be tolerated, and DFAS will correct harassing behavior before it becomes severe or pervasive. The Agency will take prompt and appropriate corrective action when it is found that discrimination, retaliation, or harassment (including sexual harassment) has occurred.

Individuals who believe they have experienced discrimination, retaliation, or harassing behavior based on any of the protected categories listed above generally have 45 calendar days from the date the discrimination occurred to contact an Equal Employment Opportunity (EEO) Counselor located in the Office of Equal Opportunity Programs at 667-893-9710 or dfas.indianapolis-in.zo.mbx.ask-eeo@mail.mil. If the allegations involve a personnel action (e.g., selection, demotion, or termination), individuals must generally contact an EEO Counselor within 45 calendar days of the discriminatory event or the effective date of the personnel action.

Individuals are also protected against other forms of discrimination based on political affiliation, parental, marital, or veteran status consistent with Presidential Executive Orders, directives, and other laws. These bases may be addressed by contacting the Office of Special Counsel at (202) 804-7000, the Merit Systems Protection Board at (202) 653-7200, or by using the Agency's negotiated or administrative grievance processes.

DFAS will provide prompt, fair, efficient, and impartial processing of EEO complaints in accordance with regulations and guidance. Executives, managers, supervisors, and employees shall provide full and complete cooperation to EEO personnel engaged in processing and resolving complaints of discrimination. This cooperation also extends to investigators and those conducting hearings related to EEO matters. DFAS will promptly take steps to fairly resolve complaints at the lowest possible level. Management will participate in EEO-related alternative dispute resolution (ADR) processes and will respect the rights of individuals to pursue their complaints without fear of reprisal.

The Director, Office of Equal Opportunity Programs, shall evaluate and report to the Director, DFAS, regarding the sufficiency of the Agency's EEO complaint process, ADR program, harassment prevention program, and efforts to proactively prevent unlawful workplace discrimination. These evaluations will generate actionable recommendations for executives, managers, supervisors, and other personnel.

Equal employment opportunity is everyone's responsibility. Complaint prevention and early resolution is everyone's business. Working together, we can achieve a discrimination-free workplace.

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Jonathan Witter
Director