



DEFENSE FINANCE AND ACCOUNTING SERVICE

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MEMORANDUM FOR ALL DEFENSE FINANCE AND ACCOUNTING SERVICE EMPLOYEES

SUBJECT: Prevention and Elimination of Harassment in the Workplace Organizational
Commitment Statement

This statement affirms the Defense Finance and Accounting Service's (DFAS) commitment to maintaining a work environment free from all forms of harassment and to proactively addressing related allegations. Pursuant to DoDI 1020.04, Section G.2, harassment is defined as behavior that is unwelcome or offensive to a reasonable person and that creates conditions that interfere with work performance or creates an intimidating, hostile, or offensive work environment. However, as noted in DoDI 1020.04, Section 3.4, activities or actions undertaken for a proper military or governmental purpose—such as combat survival training, assignment of work related to the duties and responsibilities of the employee, and performance counseling—are generally not considered harassing behaviors.

In no case will DFAS tolerate harassment, including sexual harassment or unwelcome, offensive, or intimidating conduct that is based on an individual's race, color, religion, sex, national origin, age (40 and over), disability (physical or mental), genetic information, pregnancy, childbirth, or related medical conditions, marital status, political affiliation, parental status, military service, veteran status, or reprisal/retaliation (for reporting harassment, participating in the Equal Employment Opportunity complaint process, or opposing discriminatory practices and policies).

DFAS maintains a harassment prevention standard that is intentionally more rigorous than minimum legal definitions to ensure a professional mission environment for all personnel. This standard prohibits any unwelcome or offensive behavior that a reasonable person would find disruptive to work performance or that creates an intimidating, hostile, or offensive work environment. Examples of harassing behavior include using ethnic or racial slurs; making derogatory jokes about a person's religion or disability; mocking a person's accent; making unwanted sexual advances or propositions; or displaying offensive or demeaning symbols, objects, pictures or images.

Furthermore, the agency remains committed to the uniform application of these protections to all employees and applicants, strictly prohibiting discriminatory harassment, non-discriminatory harassment, and all forms of retaliation.

Everyone has a responsibility to ensure a harassment-free workplace. DFAS leaders, supervisors, and employees all have critical roles and responsibilities in this effort:

- ❖ Employee Conduct: All employees have a duty to not engage in harassing conduct.

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- ❖ Reporting Procedures: Employees should utilize the procedures outlined in the DFAS “Harassment Prevention and Responses” Instruction (DFAS 1020.2-I) to prevent and address harassment. Depending on the nature of a complaint, employees may seek assistance through several channels, including their supervisors, management officials, the Office of Equal Opportunity Programs, and the Human Resources Labor and Employee Relations Office.
- ❖ Management Response: Any agency official who receives an allegation that a DFAS employee has engaged in harassment will take immediate action to ensure a prompt, thorough, and impartial inquiry into the allegation, as set forth in the Instruction.
- ❖ Corrective Action: If it is determined that harassing conduct has occurred—regardless of whether it rises to the level of being unlawful—the agency will take prompt and appropriate action to stop the conduct, ensure it does not recur, and mitigate any adverse effects.

While the agency cannot guarantee absolute confidentiality or anonymity during the inquiry process, it will protect the privacy of those reporting harassment to the greatest extent possible and appropriate.

Managers and supervisors will be held strictly accountable for ensuring a workplace free from retaliation. Any reprisal against an employee for reporting harassing conduct, participating in an inquiry, or opposing harassment is strictly prohibited and may result in appropriate disciplinary action.

I urge all personnel to review DFAS 1020.2-I, located on the DFAS Portal on the Office of Equal Opportunity Programs site and on the DFAS public website at www.dfas.mil. I am confident that every employee understands the importance of this policy and will fully support the prevention and elimination of all forms of harassment in our workplace.

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Director