



## DEFENSE LOGISTICS AGENCY

DEFENSE DISTRIBUTION CENTER  
2001 MISSION DRIVE  
NEW CUMBERLAND, PA 17070-5000

IN REPLY  
REFER TO DDC CSS-E

FEB 11 2004

### MEMORANDUM FOR ALL DDC EMPLOYEES


SUBJECT: Equal Employment Opportunity and Diversity Policy Statement

As Commander, Defense Distribution Center, I am personally committed to providing a workplace free from any kind of discrimination, where equal opportunity is provided, without exception, to all employees and job applicants regardless of race, color, religion, national origin, sex, age, or mental or physical disability. All employees will be free from retaliation for raising complaints of discrimination or otherwise participating in lawful activity relating to equal employment opportunity.

DDC managers and supervisors shall ensure that individuals are judged solely on the basis of merit and ability, and with respect for the differences that make us stronger. Equal employment opportunity has a direct, positive effect on mission accomplishment, professional growth, morale, and recruitment of qualified job applicants. We must fully ensure that all personnel have the maximum opportunity for selection, advancement, retention, training and recognition, so I charge our leaders to empower their employees with the means necessary to reach their full potential.

Where there are allegations of discrimination, I expect the responsible management official to attempt to resolve the allegation expeditiously, and with personal involvement in the outcome. I strongly encourage managers and employees to support the use of mediation to resolve EEO disputes, and to consider mediation as the first, logical step in the EEO process. When there are findings of discrimination or reprisal, appropriate action will be taken to discipline offenders.

Our Nation's diversity is one of its most enduring strengths. A workplace free from discrimination and reflective of our diversity is central to maintaining a mission-ready workforce. It is essential that we maintain an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile work environment for any individual. Through our united efforts to maintain sensitivity to our cultural differences and value the contributions of each member of our team, we will enhance our ability to accomplish DDC's mission at home and abroad.

  
KATHLEEN M. GAINEY  
Brigadier General, USA  
Commander