



DEPARTMENT OF DEFENSE

DEFENSE ACQUISITION UNIVERSITY  
OFFICE OF THE PRESIDENT  
9820 BELVOIR ROAD  
FORT BELVOIR, VA 22060-5565

FEB 7 2014

MEMORANDUM FOR ALL DEFENSE ACQUISITION UNIVERSITY STAFF, FACULTY,  
AND STUDENTS

SUBJECT: President's Equal Employment Opportunity and Equal Opportunity Policy

Defense Acquisition University (DAU) is committed to the goal of a work environment free from any type of behavior which threatens morale, is rude, or intimidating. Leadership at all levels will ensure strict enforcement of this goal. Each employee and supervisor is personally responsible, through his or her own actions, for full implementation of Equal Employment Opportunity/Equal Opportunity (EEO/EO) principles.

All employees will comply with the letter and spirit of Federal Government policies governing equal employment opportunity for civilians and equal opportunity for military. These policies prohibit discrimination for reasons of race, color, religion, gender, national origin, age, and physical or mental disability, or in retaliation for having participated in activity protected by the various civil rights laws.

The first step in most cases involving behavior contrary to these principles is to tell someone that his or her behavior is offensive or discriminatory and to give that person a chance to correct the behavior. The chain of command should be used to raise subsequent or serious incidents of abusive or discriminatory behavior. Any DAU employee or student engaging in inappropriate or offensive behavior will be dealt with strictly and swiftly.

DAU must maintain and foster a positive equal employment opportunity climate if we are to build a diverse and fully representative workforce. The Director of Human Resources, the Management Employee Relations Representative, as well as the Operations Director or Deputy Director and the Deputy Chief, Personnel are available to DAU civilian employees and military members who have questions about the EEO/EO process or concerns about discrimination in the work place. Additional information on policies and processing civilian employee equal employment opportunity complaints is available by contacting the Fort Belvoir EEO office at 703-805-2006. Service members seeking guidance on EO matters may call 703-805-2288 or 703-805-5383.

A handwritten signature in black ink, appearing to read "James P. Woolsey", is positioned above the printed name.

James P. Woolsey  
President