



DEPARTMENT OF DEFENSE
MISSILE DEFENSE AGENCY
5700 18TH STREET
FORT BELVOIR, VIRGINIA 22060-5573

EO

November 2, 2020

POLICY MEMORANDUM NO. 11

MEMORANDUM FOR ALL MDA PERSONNEL

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Missile Defense Agency (MDA) to provide equal opportunity in employment to all employees and applicants. As your Director, I expect every employee to commit to maintaining a continuing affirmative program to promote equal opportunity and to identify and eliminate discriminatory practices and policies.

To accomplish this objective, all MDA employees will demonstrate and foster respect, good order, discipline, teamwork, and professionalism at all times. MDA prohibits discrimination or harassment on the basis of race, color, national origin, religion, sex (including sexual harassment), sexual orientation, gender identity, pregnancy, gender stereotyping, LGBT (lesbian, gay, bisexual, and transgender), age (40 and older), mental or physical disability, genetic information, or reprisal for participating in protected equal employment opportunity (EEO) activity and oppose discriminatory practice.

MDA employees who believe they have been discriminated against or harassed based on the characteristics above must contact the Office of Equal Opportunity and Diversity Management (EO) at equal-opportunity@mda.mil or 256-313-9659 within 45 calendar days of the date of the alleged discriminatory act. Failure to contact EO in a timely manner may result in the dismissal of allegations and may hinder MDA's ability to prevent and/or correct unlawful behavior. EO will protect the confidentiality of employees reporting unlawful discrimination to the fullest extent possible.

MDA's leaders, both civilian and military, at all levels, are the first line of defense to ensure the agency meets its obligation to prevent and eliminate discrimination and harassment. Leaders will ensure their respective organizations establish and maintain healthy work environments by holding subordinate supervisors accountable for adherence to this policy. MDA leadership must swiftly and appropriately address issues to manage conflicts, improve workplace morale and productivity, and to avoid recurrence. Supervisors and managers are prohibited from retaliating against employees who report allegations of discrimination. MDA supervisors and managers who retaliate against employees will be subject to disciplinary action.

Our success depends on the ability to sustain an inclusive environment by promoting affirmative programs through partnerships, education, communication, and engagement. We will ensure that every personnel decision including recruitment, hiring, promotions, career development, compensation, reassignments, transfers, employee recognition and awards, and disciplinary actions are made without regard to any prohibited discriminatory factor.

Questions related to this policy memorandum may be addressed to Ms. Meltina Bynum, Director, EO, at Meltina.Bynum@mda.mil, or 571-231-8176.

This revision supersedes Policy Memorandum 11, dated June 17, 2019.

A handwritten signature in black ink, appearing to read "J. Hill", written in a cursive style.

J. A. Hill
Vice Admiral, USN
Director