



DEFENSE TECHNICAL INFORMATION CENTER
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6218

IN REPLY
REFER TO:

MEMORANDUM FOR ALL DEFENSE TECHNICAL INFORMATION CENTER
EMPLOYEES

SUBJECT: Statement on the Prevention of Sexual Harassment), Sexual Assault Prevention and Response, Retaliation, and Reprisal

The Defense Technical Information Center (DTIC) has zero tolerance for sexual harassment, sexual assault, retaliation, and reprisal. DTIC is committed to eliminating incidents of sexual harassment and sexual assault and deterring retaliation or reprisals through awareness and prevention, training, victim advocacy, reporting, and accountability.

Sexual Harassment is a form of gender discrimination that violates Title VII of the Civil Rights Act of 1964 when it occurs in the workplace or work setting. Sexual harassment is unlawful discriminatory harassment that is based on conduct of a sexual nature. It involves unwelcome sexual advances, requests for sexual favors, obscene remarks, or other verbal or physical conduct of a sexual nature. Such conduct must be objectively offensive as to alter the conditions of the victim's employment, i.e., when submission or rejection of the conduct is explicitly or implicitly a condition of a person's job, pay, or career; submission or rejection of the conduct is a basis for career or employment decisions; the conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or, the conduct is so severe or pervasive that a reasonable person would perceive, and the employee does perceive, the environment as hostile or offensive. A victim may be anyone affected by the conduct, not just the person at which the conduct is directed.

Sexual Assault is a crime. It is intentional sexual contact characterized by the use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. The term includes a broad category of sexual offenses, including but not limited to rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), aggravated sexual battery, sexual battery, or attempts to commit these offenses. Sexual assault can occur without regard to gender, spousal relationship, or age of the victim and is punishable under either Federal law, State law, the Uniform Code of Military Justice, or some combination thereof. It is investigated only by military or civilian law enforcement.

Retaliation is conduct that punishes an employee for asserting the right to be free from harassment or inappropriate sexual behavior in the workplace. Retaliatory behaviors include, but are not limited to reprisal, ostracism, maltreatment, and criminal acts for a retaliatory purpose. Retaliation includes illegal, impermissible, or hostile actions taken with the knowledge of management against DoD civilian employees for: filing or being a witness in a charge, report, inquiry, or lawsuit; communicating with a supervisor or manager about discrimination, including harassment; answering questions during a DoD inquiry of alleged harassment; refusing to follow orders that would result in harassment; or resisting sexual advances or intervening to protect

others. In short, retaliation occurs when an employee is punished for engaging in “protected activity,” i.e., the assertion of rights protected by Equal Employment Opportunity (EEO) laws.

Reprisal is a form of retaliation that involves taking, threatening, or recommending taking an unfavorable personnel action (e.g., demote, fire, treat unfairly, etc.); or withholding, threatening to withhold, or recommending withholding of a favorable personnel action, for making, preparing to make, or being perceived as engaged in the antiharassment process.

Addressing Harassment. If you think you have been sexually harassed, attempt to stop the harassment by telling the harasser that the behavior is inappropriate, unwelcome, and must cease. Elevate the issue to your supervisor (next level of supervision if the incident involves your supervisor), or Michele Finley, Chief of Staff. Contact your servicing EEO official within 45 calendar days. Any employee who observes conduct that could be sexual harassment should report the behavior to a management official. Supervisors and managers will immediately report all allegations of sexual harassment to the EEO office. All reports of sexual harassment will be investigated fully and promptly. For more information, visit www.dla.mil/EEO or [contact the EEO Office at \(571\) 767-6777](tel:5717676777).

Addressing Sexual Assault. If you have been sexually assaulted, find a safe environment, away from the offender. Call the DLA SAPR Hotline 24/7: 1-800-841-0937 or DSN: 392-767-1133; DoD Safe Helpline 877-995-5247. Seek emergency medical attention, if necessary.

DTIC employees are strongly encouraged to report all incidents of sexual assault to the Sexual Assault Response Coordinator (SARC). Co-workers are encouraged to seek help and information from the SARC. Supervisors and managers will immediately report all allegations of sexual assault to the SARC. Directors, Supervisors, DLA Police, DLA Office of the Inspector General, and DLA Equal Employment Opportunity office will contact the assigned SARC or the DLA SAPR Hotline for all alleged sexual assault incidents brought to their attention. Only Defense Criminal Investigative Organizations (DCIOs), Federal law enforcement, or State law enforcement personnel are authorized to investigate alleged sexual assaults. For more information visit <https://www.dla.mil/Info/SAPR.aspx>.

Addressing Retaliation/Reprisal. An employee who believes that he or she has been the subject of retaliation or reprisal in violation of this policy should immediately report the matter to the supervisor of the person engaging in the retaliatory or reprisal conduct (if known), or to their servicing EEO office. Employees who witness retaliatory conduct or reprisal directed towards others should report the matter to the next level supervisor in the supervisory chain.

DTIC takes sexual harassment, sexual assault, retaliation, and reprisal very seriously. Administrative action will be taken against DTIC employees or federal contractors who are found to have engaged in sexual harassment, sexual assault, retaliation, or reprisal. Any administrative action taken is separate from and independent of any prosecutorial action that may be taken.

Prevention of Sexual Harassment, Sexual Assault Prevention and Response (POSH/SAPR) training is a mandatory annual requirement for civilian employees and supervisors. While not mandatory, Federal contractors and their employees are strongly encouraged to complete annual POSH/SAPR training. For DTIC employees, the training is available through live and/or virtual interactive sessions. Federal contractors are encouraged to coordinate with their organization's Human Resource section or the Chief of Staff to discuss training options.

DTIC has a strong culture of inclusion and diversity and it's the responsibility of every member of the DTIC team to eradicate these inappropriate behaviors (i.e., sexual harassment, sexual assault, retaliation, and reprisal) and provide DTIC personnel with a safe workplace.

Christopher E. Thomas
Administrator