



## DEFENSE CONTRACT AUDIT AGENCY EQUAL EMPLOYMENT OPPORTUNITY AND EEO COMPLAINTS PROCESS POLICY STATEMENT

It is the policy of the Defense Contract Audit Agency (DCAA) that all DCAA personnel be fully committed to Equal Employment Opportunity (EEO) throughout the Agency. As expressed in the Agency's Strategic Plan for FY 2021- FY2025, the values of TEAM IT are reflected in our workplace. These values include respecting differences, encouraging inclusion, and managing conflict. This creates win/win outcomes.

Discrimination based on race, color, religion, sex (to include pregnancy, sexual orientation, gender identity, and expression), national origin, age (40 and older), disability (mental/physical), genetic information, or reprisal (for taking part in an EEO protected activity) is prohibited by U.S. Equal Employment Opportunity Commission Regulations, 29 C.F.R Part 1614. DCAA will not tolerate any unlawful employment discrimination. All employees have the assurance that the Agency will not tolerate workplace harassment, and that the Agency will correct harassing conduct before it becomes severe or pervasive.

This policy applies to all terms and conditions of employment, including but not limited to, recruiting, hiring, placement, promotion, demotion, job classification, job assignment, termination, transfer, leave of absence, compensation, training, and reasonable accommodations. The Agency will continue to strive to ensure that EEO policy is Agency policy and that all employment decisions will be made in a non-discriminatory manner and based on merit only. All employees have the right to compete on a fair and level playing field.

It is the responsibility of all DCAA personnel to ensure a workplace free of unlawful discrimination. Every manager and supervisor must demonstrate dynamic leadership to foster a workplace free of discrimination. Also, retaliation against any person who participates in the EEO process or opposes perceived discrimination is illegal and inconsistent with DCAA values.

Any employee, former employee, or applicant for employment who believes they have been discriminated against must contact a representative from the EEO Office within **45 days** of the date they knew or should have known of the alleged discrimination. Information about the EEO Complaints process can be found at <https://dod365.sharepoint-mil.us/sites/DCAA-DCAA-Coms-HQ-EEO/>.

If you have any questions regarding the EEO Discrimination Complaint Process please contact Ms. Patricia Obey, the DCAA EEO Complaints and ADR Branch Chief at [patricia.o.obey.civ@mail.mil](mailto:patricia.o.obey.civ@mail.mil) or Mr. Benjamin N. Nidus, EEO Complaints Manager at [benjamin.n.nidus.civ@mail.mil](mailto:benjamin.n.nidus.civ@mail.mil).

  
Jennifer L. Desautel, Director      11/18/2024  
Date

# THE EEO COMPLAINT PROCESS

Defense Contract Audit Agency



## WHO CAN FILE?

Any current or former employee, or applicant for employment who believes he or she has been discriminated against because of:

- Race
- Religion
- Skin Color/Tone
- National Origin
- Age (40 or above)
- Reprisal
- Genetic Information
- Equal Pay and/or compensation
- Sex (includes pregnancy; gender stereotyping; and sexual orientation)
- Disability (mental or physical)



## WHAT IS THE TIME LIMIT?

Allegations of discrimination **MUST** be raised with an EEO Counselor or EEO Official within **forty-five (45) calendar days** following:

- An alleged discriminatory act or incident
- The effective date of an alleged discriminatory personnel action; or
- Knowledge of an alleged discriminatory action



## HOW TO MAKE CONTACT?

**Ms. Patricia O. Obey**

Office: (571) 448-4316

Mobile: (972) 652-3652

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**Mr. Benjamin N. Nidus**

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## DEFENSE CONTRACT AUDIT AGENCY REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES POLICY STATEMENT

It is the policy of the Defense Contract Audit Agency (DCAA) to provide reasonable accommodations to qualified individuals with disabilities. This policy applies to all Agency employees and applicants for employment.

A person with a disability is one who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment or is being regarded as having an impairment. While many individuals with disabilities can work without reasonable accommodation, other applicants and employees face barriers to employment without the accommodation process. An employee with a disability who needs an accommodation must inform the supervisor when there is a work barrier that is preventing him/her from performing the essential functions of the position, competing for an agency position, or gaining equal access to a benefit of employment. It is the responsibility of an employee to request accommodations before performance is impacted.

A reasonable accommodation is a modification or adjustment in the performance of a job, employment practice, or work environment making it possible for a qualified individual with a disability to experience equal employment opportunity and to enjoy access to benefits available to other individuals in the workplace. An accommodation does not alter or lower the standards or expectations but rather makes it easier for the employee to successfully perform the duties of the position.

An individual with a disability is not denied the opportunity for advancement solely because of a disability. Requests for accommodations are provided, where appropriate, in a prompt, fair, and efficient manner. Accommodations are considered reasonable if they do not create an undue hardship. To determine what is reasonable, an employer must look at the request made by the applicant or employee with a disability. Whether or not an accommodation is reasonable will vary according to the position the employee holds, the way their disability affects their ability to do their job, and the environment that they work in.

Employees and supervisors are required to familiarize themselves with DCAA's procedures for processing requests for reasonable accommodations for individuals with disabilities. DCAA managers and supervisors are expected to expeditiously process these requests made by employees and applicants for employment. For additional information go to our agency website at: <https://dod365.sharepoint-mil.us/sites/DCAA-DCAA-Coms-HQ-EEO>.

If you have questions regarding the accommodation process, contact our Programs for Employees with Disabilities team at: [dcaa.belvoir.hq.mbx.dcaa-eeo-ra@mail.mil](mailto:dcaa.belvoir.hq.mbx.dcaa-eeo-ra@mail.mil).

  
Jennifer L. Desautel, Director  
11/21/2024  
Date