



DEPARTMENT OF DEFENSE  
DEFENSE MEDIA ACTIVITY  
6700 TAYLOR AVENUE  
FORT MEADE, MD 20755-7061

February 2, 2022

PUBLIC AFFAIRS

MEMORANDUM FOR ALL DEFENSE MEDIA ACTIVITY PERSONNEL

SUBJECT: Policy Memorandum #1 – Policy on Equal Employment Opportunity (EEO) Special Events and Observances

Special events and observances are conducted to recognize the continuous achievements of all Americans and to increase awareness, mutual respect, and understanding. They are designed to enhance cross-cultural awareness and promote harmony among all military members, their families, and the DOD civilian workforce.

The Federal government recognizes various groups and diversity milestones through observances held on a yearly basis. For the benefit of DMA employees, the Diversity Management and Equal Opportunity office (DMEO) hosts various special observances and events throughout the year. These events feature distinguished speakers and are the result of the hard work and effort of EEO staff, volunteers, and EEO committee members.

All employees desiring to attend DMA special observances are authorized to do so without having to take leave. Attendance at these events should be considered a part of the employee's normal duty day. Supervisors are encouraged to allow employees the opportunity to attend these events as the mission permits.

My point of contact for this letter is Ms. Alicia D. Harcum, Director, DMEO, at (301) 222-6843 or [alicia.d.harcum.civ@mail.mil](mailto:alicia.d.harcum.civ@mail.mil).

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H.E. Pittman  
Director