



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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FEB 18 2015

MEMORANDUM FOR ALL DEFENSE LOGISTICS AGENCY (DLA) EMPLOYEES

SUBJECT: Policy on Reasonable Accommodations for Persons with Disabilities

The Defense Logistics Agency (DLA) is committed to ensuring that all qualified employees and applicants with disabilities enjoy the benefits and privileges of employment equal to those enjoyed by similarly situated employees and applicants without disabilities. It is the policy of DLA to provide reasonable accommodations in compliance with the Americans with Disabilities Amendment Act of 2008, Sections 501 and 508 of Rehabilitation Act of 1973 as amended, and all relevant federal laws and regulations.

A reasonable accommodation is defined as a modification to the work environment or processes that enable a qualified individual with a disability to perform the duties of a job, apply and compete for a job/career opportunity, and/or participate in Agency programs or activities.

It is an employee's or applicant's responsibility to request a reasonable accommodation either orally or in writing. Employees should notify his/her first line supervisor or servicing Disability Program Coordinator. Applicants should advise a Human Resource representative. A DLA employee who believes that he/she was unlawfully denied a reasonable accommodation may file a discrimination complaint through his/her local EEO office within 45 days of the denial.

DLA is committed to providing reasonable accommodations to qualified employees with disabilities to transform disabilities into enabling abilities and improve DLA productivity and employee cohesiveness.

A handwritten signature in black ink, appearing to read "Andrew E. Busch", is positioned above the printed name.

ANDREW E. BUSCH
Lieutenant General, USAF
Director