



**DEFENSE LOGISTICS AGENCY
LAND AND MARITIME
P.O. BOX 3990
COLUMBUS, OHIO 43218-3990**

MEMORANDUM FOR DLA LAND AND MARITIME

JUL 25 2022

SUBJECT: Reasonable Accommodations Policy Statement

As Commander of DLA Land and Maritime, I am committed to ensuring all qualified associates and applicants with disabilities are afforded benefits and privileges of employment equal to employees and applicants without disabilities. Reasonable accommodations are provided in accordance with the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act, as amended, DLA Instruction 1440.01, and all relevant federal laws and regulations.

Employees may request a reasonable accommodation either orally or in writing through their supervisor, management chain, and/or the Disability Program Coordinator. Applicants for positions will use the point of contact indicated in the vacancy announcement and/or the selecting official when requesting a reasonable accommodation.

I expect the reasonable accommodation process to be an interactive discussion where the requestor and decision maker collaborate to provide the appropriate accommodation. The accommodation granted may vary from the original request, but the accommodation must be effective. This is to be done on a case-by-case basis and will vary depending on the needs of the person and the nature of their job.

DLA Land and Maritime is committed to ensure individuals with disabilities receive consideration, with a focus on their abilities and contributions. Furthermore, the concept of equal opportunity and full participation in all terms, conditions, and benefits of employment are applicable to all current and future employees.

An employee or applicant, who believes they were unlawfully denied a reasonable accommodation, may file a discrimination complaint by contacting the Office of Equal Employment Opportunity and Diversity at (614) 692-2574 or DSN 850-2574.

For more information on reasonable accommodation, please contact the Disability Program Coordinator located in the Office of Equal Employment Opportunity and Diversity at (614) 692-2574 or DSN 850-2574. A copy of this policy statement will be posted on all official bulletin boards.

A handwritten signature in black ink, appearing to read "G. E. Atkins", is positioned above the typed name.

GAIL E. ATKINS
Brigadier General, USA
Commanding