



DEFENSE LOGISTICS AGENCY
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DSS-B

JAN 8 2002

IN REPLY
REFER TO

**MEMORANDUM FOR DLA DIRECTOR'S STAFF
STAFF DIRECTORS, DLA SUPPORT SERVICES
COMMANDERS, DLA FIELD ACTIVITIES**

SUBJECT: Travelers With a Disability-Information Only

The Defense Logistics Agency (DLA) is proud to have all of our employees travel around the world to meet our important mission. Some of our employees have disabilities, which can create unique requirements when traveling. Please review Attachment 1 for the guidelines governing disabilities and Attachment 2 for the allowable travel expenses for employees traveling with a disability. The Director's Staff and DLA's Field Activities are required to ensure employees with disabilities on travel obtain all necessary assistance in making their travel arrangements and when performing their official travel.

Please see web site: <http://www.dla.mil/dss/travel> to link to the many guides to better help our employees with disabilities. This web site contains travel information for both official and leisure travel for all of DLA employees. Attachment 3 contains the toll free numbers of accessible transportation providers.

Please pass this information to all employees, Passenger Travel Specialist, and Contract Travel Offices. The DLA Support Services point of contact is Ms. Deborah Beckner at (703)767-3622, DSN 427-3622, or e-mail deborah-beckner@hq.dla.mil. In addition, please contact Mr. Philip Hepperle, Persons with Disability Program Manager at (703) 767-1103, DSN 427-1103, or via e-mail: philip-hepperle@hq.dla.mil. Please check out the DLA Corporate Equal Employment Opportunity Office's web site at <http://www.dla.mil/Vdo>.

A handwritten signature in black ink, appearing to read "Richard J. Conneufy".

RICHARD J. CONNEUFY
Director, DLA Support Services

Attachments

POLICY, APPLICABILITY , AND GENERAL RULES

In accordance with the Rehabilitation Act of 1973, as amended, 29 U.S.C. §701 et seq., and 5 U.S.C. §3102, these provisions are intended to accommodate employees with disabilities by providing for reimbursement of necessary additional travel and transportation expenses incurred in the performance of official travel.

"Disability," with respect to an employee, means having a physical or mental impairment that substantially limits one or more major life activities and having a record of such an impairment; or being regarded as having such an impairment.

"Physical or mental impairment" means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, muscular-skeletal special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

"Physical or mental impairment" includes, but is not limited to, such diseases and conditions as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, and orthopedic, visual, speech, and hearing impairments.

"Major life activities" means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

"Substantially limits" means the employee is unable to perform a major life activity that the average person in the general population can perform; or is significantly restricted as to the condition, manner, or duration under which the employee can perform a particular major life activity as compared to the condition, manner, or duration under which the average person in the general population can perform that same major life activity.

"Has a record of such an impairment," means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

ALLOW ABLE EXPENSES

The following expenses are allowable additional travel and transportation expenses payable to an employee with a disability:

1. transportation and per diem authorized under this part incurred by an attendant accompanying the employee, whether the attendant is or is not a member of the employee's immediate family, when the employee requires the assistance of an attendant;
2. specialized transportation for the employee to, from, and/or at the my location;
3. specialized services provided by a commercial carrier necessary to accommodate the employee's disability;
4. costs incurred as a direct result of the employee's disability for baggage handling in connection with public transportation or at lodging facilities;
5. except when authorized under item 4, for an employee with a disability;
 - a. redcap and skycap charges for handling personal baggage at transportation terminals are expenses of travel payable out of per diem allowances and are not items for separate reimbursement. However, charges or tips at transportation terminals for handling Government property carried by the traveler are allowed for separate reimbursement;
 - b. fees and tips for handling personal baggage at hotel and motels are expenses of travel payable out of per diem allowances and are not items for separate reimbursement. When an employee shows that a separate or additional charge was incurred by reason of the handling of Government property at a hotel/motel, such expense is reimbursable as a transportation expense. Assignment as an attendant to a handicapped employee when the agency determines that the handicapped employee is incapable of traveling alone on official travel (56 Comp. Gen. 661 (1977));
6. transportation of excess baggage must be authorized or approved as being officially necessary .(NOTE: Excess baggage includes either or both an excessive number of pieces or excessive weight.) Necessary charges for the transfer of baggage are allowed, not to exceed the customary local rates. Necessity for the transfer of hand baggage must be explained. Charges for storage of baggage are allowed only when it is shown that such storage was solely on account of official business or that a saving of transfer charges was effected thereby. Charges for the checking of baggage are allowed, not to exceed the customary local rates.
7. **renting and/or transporting special handicapped assistance equipment, such as a wheelchair, needed in transit or at the my location; and**

"Is regarded as having such an impairment" means the employee has a physical or mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation; has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or has none of the impairments defined above but is treated by DLA as having a substantially limiting impairment.

EMPLOYMENT OF PERSONAL ASSISTANTS FOR EMPLOYEES WITH DISABILITIES

Title 5 u.s.c. §3102, authorizes the hiring, with or without pay, of personal assistants, as well as readers and interpreters, for handicapped employees traveling on official business, for all or a portion of the travel period involved. Travel expenses and per diem allowances for such individuals are the same as those for employees traveling incident to mY.

REIMBURSEMENT FOR THE COST OF SHIPPING A SPECIALLY EQUIPPED AUTOMOBILE BETWEEN DUTY STATIONS IN CONUS (64 Comp. Gen. 30 (1984), B-215616, October 30, 1984)

Reimbursement must be authorized by the travel order approving official for the cost of shipping a specially equipped automobile by an "employee with a disability" between permanent duty stations within CONUS incident to a PCS. Movement must show that reimbursement is cost beneficial, constitutes a reasonable accommodation to the employee, and does not impose undue hardship on the operation of the DoD component's personnel relocation program. NOTE: Also see, the Joint Travel Regulation, par. CII009 for additional authority to ship a privately owned vehicle wholly within CONUS incident to a Permanent Change of Station.

8. premium-class accommodations when necessary to accommodate the employee's disability (the necessity must be substantiated in writing by competent medical authority and authorized by DSS-B).

1-800 Numbers of Accessible Transportation Providers

Major U.S. Airlines

Alaska 800-426-0333/TDD 800-682-2221 American 800-433-7300/TDD 800-543-1586 American West 800-247-5692/TDD 800-526-8077 Continental 800-525-0280/TDD 800-343-9195 Delta 800-221-1212/TDD 800-831-4488 Northwest 800-225-2525/TDD 800-328-2298 Southwest 800-435-9792/TDD 800-533-1305 TWA 800-221-2000/TDD 800-421-8480/TDD 800-252- 0622 in CA 800-241-6522/TDD 800-323-0170 800-428-4322/TDD 800-245-2966

United USAir

Major Bus Lines

Greyhound 800-231-2222/TDD 800-345-3109

Major Train Lines

Amtrak 800-USA-RAIL/TDD 800-523-6590

Accessible Car Rentals

Alamo 800-327-9633 /TDD 800-522-9292 800-331-1212/TDD 800-331-2323 800-527-0700/TDD 800-826-5510 800-252-9756 Avis 800-800-4000/TDD 800-232-3301 Budget 800-325-8007 Courtesy 800-654-3131/TDD 800-654-2280 Dollar 800-328-4657/TDD 800-328-6323 Enterprise 800-522-5436 Hertz 800-527-0770/TDD 800-826-5510 National 800-367-2277/TDD 800-358-5856 Rent-a-Wreck 800-843-3825 Sears 800-642-2042 Thrifty 800-456-1371 Ugly Duckling Wheelchair Getaways Wheelchair's Accessible Van Rentals

Major Hotel & Hotel Chains Adam's

Mark	800-444-2326	
Best Western	800-528-1234/TDD	800-528-2222
I Budget Host Inns	800-283-4678	
Clarion	800-252-7466/TDD	800-228-3323
Colony	800-777-1700	
Comfort	800-228-5150/TDD	800-228-3323
Compri	800-426-6774/TDD	800-528-9898
Days Inn	800-325-2525/TDD	800-325-3279
Doubletree	800-528-0444/TDD	800-528-9898
Econo Lodge	800-446-6900/TDD	800-228-3323
Embassy Suites	800-362-2779/TDD	800-458-4708
Fairfield Inn	800-228-2800/TDD	800-228-7014
Forte	800-225-5843	
Four Seasons	800-332-3442	
Friendship Inns	800-453-4511/TDD	800-228-3323
Hilton	800-445-8667/TDD	800-368-1133
Holiday Inn	800-465-4329/TDD	800-238-5544
Hyatt & Resorts Inter-Continental	800-233-1234/TDD	800-228-9548
La Quinta	800-327-0200	
Leading Hotels of the World	800-531-5900/TDD	800-426-3101
Marriott	800-223-6800	
Meridan	800-228-9290/TDD	800-228-7014
Motel 6	800-543-4300/TDD	800-441-2344
Omni	800-437-7486/TDD	505-891-6160
	800-843-6664/TDD	800-541-0808
Quality Inn	800-228-5151/TDD	800-228-3323
Radisson	800-333-3333	
Ramada	800-228-2828/TDD	800-228-3232
Red Lion	800-547-8010/TDD	800-833-6388
Red Roof Inns	800-843-7663/TDD	800-843-9999
Ritz-Carlton	800-241-3333/TDD	800-241-3383
Rodeway	800-228-2000/TDD	800-228-3323
sheraton	800-325-3535/TDD	800-325-1717
Sleep Inn	800-221-2222/TDD	800-228-3323
Super 8	800-848-8888/TDD	800-533-6634
Westin Hotels & Resorts	800-228-3000/TDD	800-221-8818
Wyndham Hotels & Resorts	800-822-4200/TDD	800-441-2344