



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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MAR 23 2012

MEMORANDUM FOR ALL DEFENSE LOGISTICS AGENCY (DLA) EMPLOYEES

SUBJECT: Policy on Reasonable Accommodations

The DLA is committed to being a model employer for individuals with disabilities and is guided by the principles and requirements of the Americans with Disabilities Amendment Act of 2008, the Rehabilitation Act of 1973, as amended and all related regulations, guidance, and orders. As such, we must constantly evaluate our policies and practices to ensure that they do not create barriers to the successful employment of individuals with disabilities and that they creatively use technology to sustain the employment of individuals with disabilities.

We will provide a reasonable accommodation to any DLA employee or applicant with a disability who is qualified, so she or he may fully participate in the application process, perform essential job functions, and enjoy equal benefits and privileges of employment. All qualified individuals who meet the applicable requirements will receive a reasonable accommodation, so long as the accommodation does not cause an undue hardship for the Agency and/or pose a direct threat to the individual with a disability or others.

A reasonable accommodation is a change in the work environment or in work processes that enables an individual with a disability, who is qualified, to enjoy equal employment opportunities. The accommodation provided may be different from what was requested, but it must be effective. An effective accommodation addresses the work barrier created by the functional limitations of the individual's disability. Supervisors and employees should acquaint themselves with DLA's *Procedures for Requesting Reasonable Accommodations for Individuals with Disabilities* in order to understand and comply with the requirements. The Procedures can be found at <http://www.dla.mil/dlaps/do.asp>.

Reasonable accommodations enable DLA to focus on ability not disability, and to ensure an inclusive and accessible workplace. I call on each of you to join me in my commitment to ensuring DLA continues to value the unique talents and abilities of each person. Our strength and success depends on our ability to provide equality of opportunity to everyone.

A handwritten signature in black ink, appearing to read "Mark D. Harnitchek", is written over the typed name and title.

MARK D. HARNITCHEK
Vice Admiral, SC, USN
Director