



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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FORT BELVOIR, VIRGINIA 22060-6221

24 April, 2025

MEMORANDUM FOR DEFENSE LOGISTICS AGENCY (DLA) EMPLOYEES

SUBJECT: Policy Statement on Reasonable Accommodations for Persons with Disabilities

The Defense Logistics Agency (DLA) is committed to ensuring all qualified employees and applicants with disabilities are provided with benefits and privileges of employment equal to employees and applicants without disabilities. It is DLA's policy to provide reasonable accommodations in compliance with the Americans with Disabilities Act, as amended, the Rehabilitation Act of 1973, as amended, and all relevant Federal laws and regulations. DLA ensures equal access and employment opportunities to otherwise qualified individuals with disabilities by providing reasonable accommodations unless doing so would cause undue hardship. It is further the policy of DLA to, absent undue hardship, provide affirmative action for people with disabilities in accordance with all relevant Federal laws and regulations, including by providing Personal Assistance Services to eligible employees with targeted disabilities. A reasonable accommodation is a change in the work environment that would enable an individual to do his or her job despite having a disability. Examples of reasonable accommodations include modifications or adjustments that enable an individual to apply for a job, perform a job, or have equal access to the workplace and employee benefits.

It is an employee's or applicant's responsibility to request reasonable accommodation either orally or in writing. Employees should request reasonable accommodation from their immediate supervisor or the servicing Disability Program Coordinator (DPC). Applicants can request reasonable accommodation through the point of contact identified in the Job Opportunity Announcement.

The interactive process for reasonable accommodation is a collaborative effort between the immediate supervisor and employee. Supervisors and employees must engage in the interactive process to ensure that all requests are processed within the established 45-day timeframe unless extenuating circumstances are present.

Any DLA employee who believes that they were unlawfully denied reasonable accommodation, may file a discrimination complaint through their local Equal Employment Opportunity (EEO) office within 45 calendar days of the denial. For more detailed guidance on requesting a reasonable accommodation, employees and applicants should review DLA Instruction 1440.01, located at <https://www.dla.mil/EEO/Business/Policies.aspx>.

DLA is committed to providing reasonable accommodation 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 'M. Simerly', with a stylized flourish at the end.

MARK T. SIMERLY
LTG, USA
DLA Director