



DEFENSE LOGISTICS AGENCY
TROOP SUPPORT
700 ROBBINS AVENUE
PHILADELPHIA, PENNSYLVANIA 19111-5092

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June 28, 2019

COMMANDER'S PERSONAL POLICY STATEMENT
NO. 04

MEMORANDUM FOR ALL DLA TROOP EMPLOYEES

SUBJECT: Reasonable Accommodations

DLA Troop Support 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 Troop Support 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.

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 Troop Support 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. Questions regarding reasonable accommodations should be addressed to Ms. Marina Krug, EEO Specialist, at X7289.

Commander's Personal Policy Statement No. 9, dated Aug 15, 2017, is hereby superseded.

A handwritten signature in black ink, appearing to read 'G. Lawrence', with a stylized flourish at the end.

GAVIN A. LAWRENCE
Brigadier General, USA
Commander