DEFENSE CONTRACT MANAGEMENT AGENCY
3901 A AVENUE, BUILDING 10500
FORT LEE, VA 23801-1809

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DCMA-DPS 002

MEMORANDUM FOR ALL DCMA EMPLOYEES AND APPLICANTS

SUBJECT: Policy Statement on Individuals with Disabilities and Disabled Veterans

The Defense Contract Management Agency (DCMA) is committed to equal employment opportunities for Individuals with Disabilities (IWD) and Disabled Veterans in all aspects of employment. At DCMA, our focus is to provide reasonable accommodations and ensure equal employment opportunity (EEO) in the hiring, advancement, training and treatment of IWD and Disabled Veterans. No qualified individual will be denied the opportunity for advancement solely because of his or her disability. Through a proactive disability program, it is my goal for DCMA to serve as a model employer of IWD and Disabled Veterans.

It is the policy of DCMA to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship on Agency operations and/or pose a direct threat to the IWD or others. An accommodation is any change in the work environment or in the way things are customarily done that enables an IWD to enjoy equal employment opportunities. While many IWDs can work without an accommodation, other qualified applicants and employees face barriers to employment without an accommodation. This policy applies to both current DCMA employees and applicants for employment.

As DCMA leaders, we will strive to maintain a civilian workforce in which IWD and Disabled Veterans, including those with targeted disabilities, are represented in every DCMA organization. Discrimination against qualified IWDs and Disabled Veterans will not be tolerated. Organizational leaders, supervisors, and managers perform a critical role in ensuring equality of opportunity for IWD and Disabled Veterans. To this end, hiring officials must consider using the various recruitment sources and hiring authorities available to them and supervisors and managers must participate in the reasonable accommodation process.

The DCMA EEO Office will oversee the reasonable accommodation process and serve as the central Agency resource for IWD and Disabled Veterans. DCMA Reasonable Accommodation Procedures Guidance is located at https://360.dcma.mil/directorate/ph-d/DD/DDO/SitePages/Disability.aspx. Additional information on the procedures for requesting a reasonable accommodation can be obtained by contacting the DCMA EEO Office at (804) 734-0808 or dcma.lee.hq.mbx.dcma-eeo-disability-asl@mail.mil.

David H. Lewis
VADM, USN
Director