



DEFENSE CONTRACT MANAGEMENT AGENCY

3901 ADAMS AVENUE, BUILDING 10500
FORT LEE, VA 23801-1809

DCMA-DPS 002

MEMORANDUM FOR ALL DCMA EMPLOYEES AND APPLICANTS

SUBJECT: Policy Statement on Persons with Disabilities

Section 501 of the Rehabilitation Act of 1973 requires Federal agencies to provide reasonable accommodation for qualified employees or applicants with disabilities, unless to do so would cause undue hardship. The provision of accommodations ensures equal access to employment and participation in activities for persons with disabilities, reduces or eliminates physical and attitudinal barriers to equitable opportunities, and facilitates independent access to every outward-facing and internal activity or electronic space for persons with disabilities.

It is our DCMA policy to reasonably accommodate qualified Persons with Disabilities (PWDs), including Veterans with Disabilities and individuals with targeted disabilities unless the accommodation would impose an undue hardship on agency operations and/or pose a direct threat to PWDs or others. An accommodation is any change in the work environment or the way things are customarily done that enables PWDs to enjoy equal employment opportunities. This policy applies to both current DCMA employees and applicants for employment. Supervisors and managers must participate in our reasonable accommodation process. When a reasonable accommodation imposes an undue hardship on agency operations or poses a direct threat to PWDs or others, that accommodation will not be provided.

Your DCMA leaders will strive to maintain a civilian workforce in which PWDs, including those with targeted disabilities, are represented in throughout the organization. Discrimination against qualified PWDs will not be tolerated. Hiring officials must consider using the various recruitment sources and hiring authorities available to them, including the Workforce Recruitment Program.

Our DCMA Equal Employment Opportunity (EEO) Office team will oversee our reasonable accommodation process and serve as the central agency resource for PWDs, including Disabled Veterans. The Agency Reasonable Accommodation Procedures Guidance is located at <https://dod365.sharepoint-mil.us/sites/DCMA-EEO/SitePages/Disability-Program.aspx>. Additional information on the procedures for requesting a reasonable accommodation can be obtained by contacting the DCMA EEO Office at (804) 609-4545 or dcma.lee.hq.mbx.dcma-eeo-disability-asl@mail.mil.

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