



## DEFENSE CONTRACT MANAGEMENT AGENCY

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

December 20, 2021

DCMA-DPS 002

MEMORANDUM FOR ALL DCMA EMPLOYEES AND APPLICANTS

SUBJECT: Policy Statement on Persons with Disabilities and Disabled Veterans

The Defense Contract Management Agency (DCMA) fully supports Executive Order 14035 (EO 14035), signed by the President on June 25, 2021, in which accessibility is defined as “the provision of accommodations and modifications to ensure equal access to employment and participation in activities for people with disabilities, the reduction or elimination of physical and attitudinal barriers to equitable opportunities, a commitment to ensuring that people with disabilities can independently access every outward-facing and internal activity or electronic space, and the pursuit of best practices such as universal design.”

It is the policy of DCMA 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 the PWDs or others. An accommodation is any change in the work environment or the way things are customarily done that enables a PWD to enjoy equal employment opportunities. This policy applies to both current DCMA employees and applicants for employment. Supervisors and managers must participate in the reasonable accommodation process. When General Counsel advises that the accommodation would impose an undue hardship on Agency operations or pose a direct threat to the PWD or others, the accommodation will be denied.

As DCMA leaders, we will strive to maintain a civilian workforce, in which PWD and Disabled Veterans, including those with targeted disabilities, are represented in every DCMA organization. Discrimination against qualified PWDs and Disabled Veterans will not be tolerated. Hiring officials must consider using the various recruitment sources and hiring authorities available to them, including the Workforce Recruitment Program (WRP), specifically highlighted in EO 14035 for expansion.

The DCMA EEO Office will oversee the reasonable accommodation process and serve as the central Agency resource for PWDs and Disabled Veterans. The Agency Reasonable Accommodation Procedures Guidance is located at <https://dod365.sharepoint-mil.us/sites/DCMA-PH-D/SitePages/Disability-Program-Office.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](mailto:dcma.lee.hq.mbx.dcma-eeo-disability-asl@mail.mil).

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