



DEPARTMENT OF DEFENSE
HUMAN RESOURCES ACTIVITY
HEADQUARTERS
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MAR 14 2005

MEMORANDUM FOR DEFENSE HUMAN RESOURCES ACTIVITY COMPONENT
DIRECTORS

SUBJECT: Policy on Providing Reasonable Accommodation to Individuals with Disabilities

The Defense Human Resources Activity (DHRA) has a firm commitment to provide fair and equal opportunity for all employees and applicants with and without disabilities. I am reminding everyone that DHRA will continue to provide effective reasonable accommodations to individuals with disabilities. Reasonable accommodations remove workplace barriers for individuals with disabilities and are available to qualified employees whether they work part-time, full-time, or are new employees with "probationary" status. Providing reasonable accommodations to applicants gives them an equal opportunity to participate in the hiring process and to be considered for employment with DHRA.

Executive Order 13164, *Requiring Federal Agencies to Establish Procedures to Facilitate the Provision of Reasonable Accommodation* (July 26, 2000) requires all federal agencies to establish effective written procedures for processing requests for reasonable accommodation. These attached procedures are an essential part of DHRA's policy to create an equal employment opportunity standard in employment opportunities for people with disabilities, and strengthening our agency compliance with the Rehabilitation Act of 1973, as amended. The procedures are designed to assist all DHRA employees on how to use the process in requesting reasonable accommodations and documenting accommodation forms. These procedures will be posted on the DHRA web site (www.dhra.osd.mil) and are readily available from the Defense Logistics Agency Personnel Support Center – Columbus.

As DHRA leaders, we will continue to embrace our commitment to full equality and genuine employment opportunities and advocate reasonable necessary changes to overcome actual and imaginary barriers for people with and without disabilities in the workplace. Accommodating qualified individuals with disabilities will enable the DHRA to attract and retain the talent we need in today's competitive labor market in the 21st century.


Sharon H. Cooper
Assistant Director

Attachment:
As Stated