



**DEFENSE SECURITY COOPERATION AGENCY**  
2800 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-2800

OCT 27 2021

MEMORANDUM FOR DEFENSE SECURITY COOPERATION AGENCY WORKFORCE

SUBJECT: FY23 Reasonable Accommodations for Persons with Disabilities Policy Statement

The Defense Security Cooperation Agency (DSCA) is committed to ensuring all qualified employees and applicants with disabilities are afforded the benefits and privileges of employment equal to employees and applicants without disabilities. It is DSCA's policy to provide reasonable accommodations in compliance with the Americans with Disabilities Act, as amended, the Rehabilitation Act of 1973, as amended, and all other applicable Federal laws and regulations.

A reasonable accommodation is a modification/adjustment to the work environment that enables a qualified individual with a disability to perform the essential functions of a position. Reasonable accommodations also include modifications/adjustments to a job application process that enable a qualified applicant with a disability to be considered for a position, as well as modifications or adjustments that enable a qualified employee with a disability to have equal benefits and privileges of employment as employees without disabilities.

Employees may request a reasonable accommodation, orally or in writing, from their immediate supervisor or DSCA's Talent Management (TM) Directorate. Applicants can request a reasonable accommodation through the point of contact identified in the Job Opportunity Announcement. Supervisors and employees must engage in the interactive process to ensure timely processing of reasonable accommodation requests.

Employees, who believe they were unlawfully denied a reasonable accommodation, may contact an Equal Employment Opportunity (EEO) Counselor within the Defense Logistics Agency (DLA) EEO & Diversity Office<sup>1</sup> at HQEEOinquiries@dla.mil or 571-767-6777, to file a discrimination complaint. Employees should contact a DLA EEO Counselor no later than 45 calendar days from the date of the alleged denial. For more information, please visit the DSCA EEO website at <https://www.dscamil/eo-equal-employment-opportunity>.

DSCA is committed to providing reasonable accommodations to qualified employees and applicants with disabilities, transforming disabilities into enabling abilities, and improving DSCA's productivity and employee cohesiveness.

A handwritten signature in black ink that reads "James A. Hursch".

James A. Hursch  
Director

<sup>1</sup> DLA provides EEO and human resource services to DSCA.