



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

OCT 16 2023

MEMORANDUM FOR DEFENSE SECURITY COOPERATION AGENCY WORKFORCE

SUBJECT: Fiscal Year 2024 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 provided benefits and privileges of employment equal to employees and applicants without disabilities. It is DSCA's policy to provide Reasonable Accommodations (RA) in compliance with the Americans with Disabilities Act, as amended, the Rehabilitation Act of 1973, as amended, and all relevant Federal laws and regulations. DSCA ensures equal access and employment opportunities to otherwise qualified individuals with disabilities by providing RA unless doing so would cause undue hardship. It is further the policy of DSCA to, absent undue hardship, provide affirmative action for people with disabilities as specified in applicable Equal Employment Opportunity (EEO) Commission regulations, including by providing Personal Assistance Services (PAS) to eligible employees with targeted disabilities.

An RA is a change in the work environment that would enable an individual to do their job despite having a disability. Examples of RA include modifications or adjustments that enable an individual to apply for a job, perform a job, or have equal access to the workplace and employee benefits.

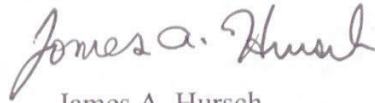
It is an employee's or applicant's responsibility to request an RA either orally or in writing. Employees should request an RA from their immediate supervisor or the servicing Disability Program Coordinator. Applicants can request an RA through the point of contact identified in the Job Opportunity Announcement.

The interactive process for RA is a collaborative effort between the immediate supervisor and employee. Supervisors and employees must engage in the interactive process to ensure that all requests are processed within the established 45-day timeframe unless extenuating circumstances are present.

Any DSCA employee who believes that they were unlawfully denied an RA may file a discrimination complaint within 45 calendar days of the denial with the Defense Logistics Agency (DLA) EEO & Diversity Office¹ at HQEEOinquiries@dla.mil or 571-767-6777. For more detailed guidance on requesting an RA, employees and applicants should visit the DSCA EEO website at <https://www.dscamil/eo-equal-employment-opportunity>.

¹ DLA provides EEO and human resource services to DSCA.

DSCA is committed to providing RAs to qualified employees with disabilities to ensure everyone is able to meet their full potential, contribute to the security cooperation mission, and improve DSCA productivity and employee cohesiveness.

A handwritten signature in cursive script that reads "James A. Hursch".

James A. Hursch
Director