



DEFENSE TECHNICAL INFORMATION CENTER  
8725 JOHN J. KINGMAN ROAD  
FORT BELVOIR, VIRGINIA 22060-6218

IN REPLY  
REFER TO: DTIC-D

MEMORANDUM FOR ALL DEFENSE TECHNICAL INFORMATION CENTER  
EMPLOYEES

SUBJECT: Policy Statement on Reasonable Accommodations for Individuals with Disabilities

The Defense Technical Information Center (DTIC) is committed to ensuring all qualified employees and applicants with disabilities are afforded benefits and privileges of employment equal to employees and applicants without disabilities. It is DTIC'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 relevant federal laws and regulations.

A reasonable accommodation is assistance or changes in the work environment that would enable one to perform the duties of his/her job despite having a disability. Reasonable accommodation examples 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.

An employee or applicant must request a reasonable accommodation orally or in writing. An employee should make the request with his/her immediate supervisor, any management official within the appropriate chain of command, or the servicing Disability Program Coordinator. Applicants can request a reasonable accommodation through the point of contact identified on the Job Opportunity Announcement. The supervisor and employee must engage in the interactive process to ensure processing of the request within the established 45 day timeframe, unless extenuating circumstances are present.

Any DTIC employee or applicant for employment who believes that he/she was unlawfully denied a reasonable accommodation, may file a discrimination complaint through the DLA EEO office within 45 calendar days of the denial. More detailed guidance about the reasonable accommodation process can be found at DLA Instruction 1440.1, located at <http://www.dla.mil/EEO/Business/Policies.aspx>, and by consulting the servicing EEO office at (571) 767-6777.

DTIC is committed to providing reasonable accommodations to qualified employees with disabilities – to transform disabilities into enabling abilities and improve DTIC productivity and employee cohesiveness.

Christopher E. Thomas  
Administrator