



DEFENSE LOGISTICS AGENCY
LAND AND MARITIME
P.O. BOX 3990
COLUMBUS, OHIO 43218-3990

MEMORANDUM FOR DLA LAND AND MARITIME

JUL 30 2012

SUBJECT: Commander's Reasonable Accommodations Policy

As Commander of DLA Land and Maritime, I am committed to ensuring all qualified associates and applicants with disabilities receive reasonable accommodations. Through a change or adjustment in the work environment individuals with disabilities will be afforded equal opportunity to accomplish essential functions of their jobs.

Employees have several avenues to choose from in which to request a reasonable accommodation; through their supervisor, 2nd line supervisor and/or the Disability Program Coordinator. Applicants for positions will use the point of contact indicated in the vacancy announcement and/or the selecting official when requesting a reasonable accommodation.

I expect the reasonable accommodation process to be an interactive discussion where the requestor and decision maker collaborate on providing the appropriate accommodation. The accommodation granted may vary from the original request but one constant remains; it must be effective. This is to be done on a case-by-case basis and will vary depending on the needs of the person and the nature of their job.

It is a DLA Land and Maritime commitment to ensure individuals with disabilities are receiving proper consideration with a focus on their abilities and contributions. Furthermore, the concept of equal opportunity and full participation in all terms, conditions, and benefits are applicable to *all* current and future employees.

For more information on reasonable accommodation, please contact Paul Allen Gambrell, Disability Program Coordinator located in the Equal Employment Opportunity Office at (614) 692-6241 or DSN 850-6241.

A handwritten signature in black ink, appearing to read "D. Pimpo", is positioned above the typed name.

DAVID R. PIMPO
RDML(Sel), SC, USN
Commander