



**DEPARTMENT OF DEFENSE  
WASHINGTON HEADQUARTERS SERVICES**  
1155 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1155



October 12, 2022

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Fiscal Year 2023 Policy Statement on Employment and Retention of People with Disabilities

The Washington Headquarters Services (WHS) is committed to the employment and retention of employees with disabilities. We will vigorously enforce the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act of 2008. These statutes prohibit discrimination based on disability and require agencies to take affirmative steps to hire and promote qualified individuals with disabilities.

It is WHS' policy to support the goals of Executive Order 13548, "Increasing Federal Employment of Individuals with Disabilities," and Executive Order 14035, "Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce," to include increasing our efforts to recruit, hire, and retain individuals with disabilities. While we are still striving to achieve the Federal and Department of Defense goal of 2% for "Individuals with Targeted Disabilities", with your continued commitment, I am confident that we will achieve this goal in the coming year.

A key component in hiring and retaining individuals with disabilities is the provision of reasonable accommodation to applicants and employees with disabilities, enabling them to perform the essential functions of their employment obligations with equal benefits unless an undue hardship is imposed on the organization.

Additionally, I encourage all WHS and WHS-serviced component employees to verify their disability status within the Defense Civilian Personnel Data System's MY BIZ+ application. By ensuring your personal data is accurate, you increase the accuracy of the Department's demographic data and provide vital information that affects funding for services and programs that support individuals with disabilities.

The WHS Human Resources Directorate provides assistance and guidance with respect to the hiring and retention of individuals with disabilities. For more information, you may contact [whs.pentagon.hrd.mbx.reasonable-accommodation-program-office@mail.mil](mailto:whs.pentagon.hrd.mbx.reasonable-accommodation-program-office@mail.mil) or Edna Johnson, Ph.D., Reasonable Accommodation Program Manager at (571) 372-4034.

Regina F. Meiners  
Director

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