



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



November 9, 2021

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Fiscal Year 2022 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," 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. As of September 30, 2021, the onboard percentage of employees with disabilities for WHS and serviced components increased from 9.22% to 9.79% and individuals with target disabilities, (IwTD), increased from 1.49% to 1.78%. While we have not achieved the Department of Defense goal of 2% for this group, with your continued commitment I am confident that we will achieve this goal in the near future.

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 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 individual 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 or Edna Johnson, Ph.D., Reasonable Accommodation Program Manager at (571) 372-4034.

MEINERS.REGINA FACCHINA.123212
2524

Digitally signed by
MEINERS.REGINA.FACCHINA.1
232122524
Date: 2021.11.09 13:13:41 -05'00'

Regina F. Meiners
Acting Director

DISTRIBUTION:

Under Secretaries of Defense

General Counsel of the Department of Defense

Director of Cost Assessment and Program Evaluation

Director of Operational Test and Evaluation

Chief Information Officer of the Department of Defense

Chief Judge of the U.S. Court of Appeals of the Armed Forces

Assistant Secretary of Defense for Legislative Affairs

Assistant to the Secretary of Defense for Privacy, Civil Liberties, and Transparency

Assistant to the Secretary of Defense for Public Affairs

Director, Administration and Management

Director, Net Assessment

Director, Defense Advanced Research Projects Agency

Director, Defense Legal Services Agency

Director, Defense POW/MIA Accounting Agency

Director, Pentagon Force Protection Agency

Director, Defense Technology Security Administration

Director, Defense Test Resource Management Center

Director, Office of Local Defense Community Cooperation

Director, Washington Headquarters Services