



DEFENSE THREAT REDUCTION AGENCY
8725 JOHN J. KINGMAN ROAD, STOP 6201
FORT BELVOIR, VA 22060-6201

JUN 16 2017

MEMORANDUM FOR DISTRIBUTION C

SUBJECT: Policy Statement on Employment and Advancement of Individuals with Disabilities

As Director of the Defense Threat Reduction Agency (DTRA), I encourage all of you to help make our organization a model employer of individuals with disabilities (IwD), particularly those with targeted disabilities. I welcome your continued support as we strive to achieve the Department of Defense (DoD) hiring goal of two percent (2.0%) for individuals with targeted disabilities.

To ensure continued compliance with the Rehabilitation Act of 1973, as amended, I ask that you work together to identify, report, and eliminate barriers and ensure full compliance with Section 501 which prohibits discrimination in employment against qualified IwD by Federal agencies of the Executive Branch. I also ask that you ensure full compliance with Section 504 which prohibits any qualified individual with a disability from being excluded from, denied the benefits of, or subjected to discrimination under any program or activity that is conducted by or receives Federal financial assistance. Requirements under Section 504 include Reasonable Accommodation for employees with disabilities, program access, effective communication for those with hearing or vision disabilities, and accessible new construction and building alterations. DTRA will also comply with Section 508 which requires Federal electronic and information technology to be accessible to IwD, including employees and the public.

We will continue to identify and remove any barriers to hiring, retaining, and promoting IwD. Managers and supervisors should work closely with the Equal Opportunity and Diversity Programs Office (J0XE) to address impediments to hiring, retaining, and promoting IwD. Our ongoing Individuals with Targeted Disabilities Working Group will be a tremendous asset towards building a more diverse workforce.

In accordance with Executive Order 13548, Joint Improvised-Threat Defeat Organization (JIDO) Director (JD), Joint Directors, and Staff Office Chiefs will collaborate with the Human Resources Directorate (J1) and J0XE to increase opportunities for IwD through the use of the Schedule A Hiring Authority; veterans' programs, such as Wounded Warrior; the Workforce Recruitment Program; and other Federal, DoD, and special military programs. These efforts will help us reach IwD who seek employment with DTRA.

For information on the Reasonable Accommodation (RA) process or to obtain the RA Request Form (DTRA Form 123), please contact the Agency RA Coordinator in J1 at (703)767-0166.


Vayl Oxford
Director