

NOTICE TO EMPLOYEES
POSTED BY ORDER OF THE
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
An Agency of the United States Government

This Notice is posted pursuant to an order by the United States Equal Employment Opportunity Commission dated April 4, 2024, which found that a violation of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e et seq., has occurred at the Department of Defense, Defense Contract Audit Agency, Honeywell Sub-Office located in Tempe, Arizona (hereinafter this DCAA).

Federal law prohibits discrimination against or harassment of any employee or applicant for employment, with respect to the terms, conditions, or privileges of employment, because of that person's disability.

DCAA was found to have failed to reasonably accommodate an employee's disability. The Agency was ordered to pay proven compensatory damages, post a notice explaining the reasonable accommodation process, including how employees may request and obtain reasonable accommodations, and to post this notice. This Agency will ensure that officials responsible for personnel decisions and terms and conditions of employment will abide by the requirements of all federal equal employment opportunity laws and will reasonably accommodate the disabilities of its employees.

This Agency will comply with federal law and will not in any manner restrain, interfere, coerce, or retaliate against any individual who exercises his or her right to oppose practices made unlawful by, or who participates in proceedings pursuant to, federal equal employment opportunity law.


Terri L. Dilly, Director

Date Posted: APR 10 2024

Posting Expires 90 Days from the Date Posted

29 C.F.R. Part 1614



**DEFENSE CONTRACT AUDIT AGENCY
REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES POLICY
STATEMENT**

It is the policy of the Defense Contract Audit Agency (DCAA) to provide reasonable accommodations to qualified individuals with disabilities. This policy applies to all Agency employees and applicants for employment.

A person with a disability is one who has a physical or mental impairment that substantially limits one or more major life activities. While many individuals with disabilities can work without accommodation, other applicants and employees face barriers to employment without the accommodation process. An employee with a disability in need of an accommodation must inform their supervisor upon becoming aware of a workplace barrier that is preventing them, due to a disability, from effectively competing for a position, performing a job, or gaining equal access to a benefit of employment. An employee is responsible for requesting accommodation before performance suffers or conduct problems occur.

Accommodation is provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or enjoying equal benefits and privileges of employment. No qualified individual is denied the opportunity for advancement solely because of his/her disability. Requests for reasonable accommodations are processed and provided, where appropriate, in a prompt, fair, and efficient manner. The simple rule is to focus on the ability, not on the disability.

A reasonable accommodation is a modification or adjustment in the performance of a job, employment practice, or work environment, making it possible for a qualified individual with a disability to experience equal employment opportunity and to enjoy access to benefits available to other individuals in the workplace. An accommodation does not alter or lower the standards or expectations but rather makes it easier for the employee to successfully perform the duties of the position.

Employees and supervisors are required to familiarize themselves with DCAA's procedures for processing requests for reasonable accommodations for individuals with disabilities. The information can be located on the agency intranet portal at [Equal Employment Opportunity Office \(EEO\) \(sharepoint-mil.us\)](#) [click on the "Program for Individuals with Disabilities" icon and then click "DCAA Reasonable Accommodation Procedures"]. DCAA managers and supervisors are expected to expeditiously process requests for reasonable accommodation made by employees and applicants for employment.

If you have any questions regarding the accommodation process please contact Mrs. Roxanne McHugh, the DCAA Reasonable Accommodation Manager at roxanne.m.mchugh.civ@mail.mil or (571) 448-6378.


Terri L. Dilly, Director

Date:

MAR 11 2024

EEO Contact Information

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❖ *Interpreting & CART Services*

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