



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4800 MARK CENTER DRIVE
ALEXANDRIA, VA 22350-1400

SEP 09 2013

MEMORANDUM FOR ALL DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
EMPLOYEES AND APPLICANTS

SUBJECT: Annual Policy Statement on Reasonable Accommodations

The purpose of this memorandum is to convey the Department of Defense Education Activity's (DoDEA) commitment to ensuring equal opportunity and access in employment for individuals with disabilities. It is the DoDEA policy to provide reasonable accommodations to qualified employees and applicants with disabilities to ensure that all employees enjoy full access to equal employment opportunity and the privileges of employment.

An individual with a disability is one who has a physical or mental impairment that substantially limits one or more major life activities; or has a record of such an impairment that substantially limits one or more major life activities; or is regarded as having an impairment, regardless of whether or not it limits or is perceived to limit one or more major life activities. A reasonable accommodation is a modification or adjustment of how work is accomplished in the work environment that enables a qualified individual with a disability to enjoy an equal employment opportunity. Reasonable accommodations must be effective and cannot pose an undue hardship to the Agency. Examples of accommodations may include acquiring or modifying equipment or devices, modifying training materials or work schedules, or making facilities readily accessible.

An employee with a disability in need of an accommodation must inform his or her supervisor when he or she knows there is a workplace barrier that is preventing him or her, 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. Employee and supervisor guidance is contained in DoDEA Pamphlet 09-EEO-01, Procedures for Requesting Accommodation: <http://www.dodea.edu/Offices/DMEO/accommodations.cfm>, located on the DoDEA, Diversity Management and Equal Opportunity (DMEO) Office web page. Employees may also contact the DoDEA, DMEO Disability Program Manager at (571) 372-0967, or local DMEO Area Office at <http://www.dodea.edu/Offices/DMEO/contacts.cfm>.

In accordance with Title 29 CFR Section 1614.102 (b) (5), all supervisors are required to post this annual Policy Statement in prominent locations in all DoDEA controlled work sites.

This Policy Statement is effective immediately.

A handwritten signature in black ink, appearing to read "Marilee Fitzgerald", written over a horizontal line.

Marilee Fitzgerald
Director