



DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
4040 NORTH FAIRFAX DRIVE  
ARLINGTON, VA 22203-1635

Diversity Management & Equal Opportunity Office

06-DMEO-003  
November 13, 2006

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
POLICY MEMORANDUM

SUBJECT: Reasonable Accommodation

Reference: Equal Employment Opportunity Office Policy Memorandum 05-EEO-005,  
"Reasonable Accommodation," December 13, 2005, (hereby canceled)

It is the policy of the Department of Defense Education Activity (DoDEA) to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship. This policy applies to all applicants, employees, and employees seeking promotional opportunities.

The Rehabilitation Act of 1973, Sections 501 and 505; the "Americans with Disabilities Act," Titles I and V; and "EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation," mandates that accommodations will be 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 to enjoy equal benefits and privileges of employment. Providing reasonable accommodations to employees with disabilities is the key to a non-discrimination policy of fair and equal employment of people with disabilities.

A person with a disability is one who has a physical or mental impairment that materially or substantially limits one or more major life activities. While many individuals with disabilities can work without accommodation, other qualified applicants and employees face barriers to employment without the accommodation process. 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 has the responsibility of requesting accommodation BEFORE performance suffers or conduct problems occur.

A reasonable accommodation is a modification or adjustment in the manner in which work is customarily done in the performance of a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to

enjoy an equal employment opportunity. Examples of accommodations may include: acquiring or modifying equipment or devices, modifying training materials; making facilities readily accessible, modifying work schedules, and reassignment to a vacant position in the event an employee can no longer perform the essential functions of his or her current position. An undue hardship is an action that is unduly costly, extensive, substantial, or disruptive; or would fundamentally alter the nature or operation of the Department of Defense Education Activity.

Reasonable accommodation is applicable for the following:

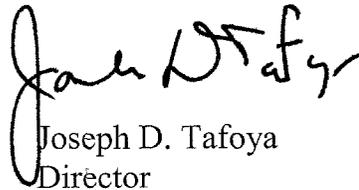
1. To assure equal opportunity in the employment process,
2. To enable a qualified individual with a disability to perform the essential functions of a job, and
3. To enable an employee with a disability to enjoy equal benefits and privileges of employment.

Employees and supervisors should follow the procedures found in the DoDEA Pamphlet 01-EEO-01, "Procedures for Requesting a Reasonable Accommodation," dated May 8, 2003, located on the DoDEA Diversity Management & Equal Opportunity (DMEO) website at <http://www.dodea.edu/eo/SEPDISB.htm> or contact a DMEO Program Manager.

Complaints alleging discrimination based upon a disability may be filed with the DoDEA DMEO Office in accordance with established discrimination procedures.

This policy should be posted on all official bulletin boards in compliance with 29 CFR §1614.120(b)(6).

Questions concerning this policy should be addressed to the Chief, DMEO Office, DoDEA, telephone number (703) 588-3232.

  
Joseph D. Tafoya  
Director