



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

JUN 23 2020

**MEMORANDUM FOR ALL DODEA PERSONNEL AND APPLICANTS FOR
EMPLOYMENT, WITHIN DODEA**

SUBJECT: Reasonable Accommodation Policy Statement

It is the policy of DoDEA to ensure equal opportunity and access in employment for individuals with disabilities by providing reasonable accommodation (RA) to qualified employees and applicants with disabilities to ensure that all employees enjoy full access to equal employment opportunity, unless doing so would cause an undue hardship to the Agency.

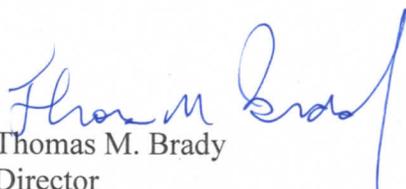
A reasonable accommodation is any change in the work environment to assist a qualified individual with a disability to apply for a job, perform the essential functions of a job, or enjoy the benefits and privileges of employment.

DoDEA employees who need an accommodation to perform an essential function of their job should contact the Disability Program Manager (DPM) assigned to their region for more information on the process and to initiate a request.

In all circumstances, DoDEA strives to provide accommodations in accordance with applicable EEOC guidance and within a reasonable time. To learn more about the RA process, please visit the DMEO RA Web page located at <https://www.dodea.edu/Offices/DMEO/ReasonableAccommodations.cfm>

All supervisors are required to post this Annual Policy Statement in prominent locations in all DoDEA controlled work sites, in accordance with Subpart 1614.102 (b) (5) of Title 29, Code of Federal Regulations.

Sincerely,


Thomas M. Brady
Director