



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

January 19, 2018

MEMORANDUM FOR DODEA ALL

FROM: DIRECTOR, DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

SUBJECT: Directive-Type Memorandum (DTM) 18-DMEO-002 - Annual Policy Statement on Reasonable Accommodation

References: See References.

Purpose. This DTM is to articulate the Department of Defense Education Activity's (DoDEA) commitment to ensuring equal opportunity and access in employment for individuals with disabilities. It is DoDEA's policy to provide reasonable accommodation to qualified employees and applicants with disabilities to ensure that all employees enjoy full access to equal employment opportunity. 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.

This DTM is effective January 19, 2018 and will expire twelve (12) months from the date of signature.

Applicability. This DTM applies to the Office of the Director, DoDEA; the Principal Deputy Director and Associate Director for Academics, DoDEA; the Associate Director for Financial and Business Operations, DoDEA; the Chief of Staff, DoDEA; the Director for Student Excellence, DoDEA Americas/Associate Director for Performance and Accountability (formerly the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba)); the Director for Student Excellence, DoDEA Europe (formerly the Director, Department of Defense Dependents Schools, Europe (DoDDS-E)); the Director for Student Excellence, DoDEA Pacific (formerly the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam)); (referred to collectively in this issuance as "DoDEA Region Directors for Student Excellence"); and all DoDEA region, district, community, and school leaders and support staff.

Definitions. See Glossary.

Policy. It is the policy of DoDEA to reasonably accommodate qualified individuals with disabilities unless the accommodation will impose an undue hardship on DoDEA. This policy applies to all applicants, employees, and employees seeking promotional opportunities.

In accordance with Sections 791-795 of Title 29, United States Code, Sections 12101-12213 of Title 42, United States Code, Executive Order 13164, and the October 20, 2000 Equal Employment Opportunity Commission's Policy Guidance on Executive Order 13164, DoDEA is

mandated to provide accommodations to qualified individuals with disabilities, when such accommodations are directly related to assuring equal opportunity in the employment process, enabling a qualified individual with a disability to perform the essential functions of a job, or enabling an employee with a disability to enjoy equal benefits and privileges of employment.

While many individuals with disabilities can apply for and perform jobs without accommodation, other qualified applicants and employees face barriers to employment without reasonable accommodations. Providing reasonable accommodations to employees with disabilities is the key to a non-discrimination policy of fair and equal employment for people with disabilities.

Discrimination based on race, color, religion, sex, national origin, age (i.e., 40 and older), disability (i.e., mental or physical), or reprisal for taking part in an Equal Employment Opportunity (EEO) protected activity is prohibited by and in accordance with Part 1614 of Title 29, Code of Federal Regulations.

Responsibilities. An employee with a disability in need of an accommodation must inform a responsible management official (normally, the first-line 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 should request reasonable accommodation before performance suffers or conduct problems occur, but may do so at any time.

An authorized management official is responsible for promptly responding to the reasonable accommodation request, engaging with the employee in the interactive process, and ensuring documentation of the process. The authorized management official will also consult with a DoDEA Disability Program Manager for appropriate guidance, as needed.

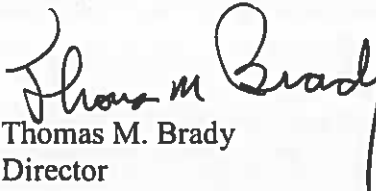
Employees and supervisors should follow the reasonable accommodation procedures found in DoDEA Pamphlet 12-EEO-01 located on the DoDEA DME0 web page. Contact information can be found at the DoDEA DME0 web page: <http://www.dodea.edu/Offices/DME0> or by contacting the Chief, Diversity and Inclusion Branch Office at (571) 372-0970 or Disability@hq.dodea.edu.

Procedures. Any employee or applicant for employment who believes he or she has been discriminated against by not being provide reasonable accommodations has a right to use the DoDEA EEO counseling process. The aggrieved person must bring the matter to the attention of an EEO representative within forty-five (45) calendar days of the occurrence. A counselor will be assigned and will have thirty (30) calendar days to conduct an inquiry and attempt to resolve the matter. If not resolved, then the individual will be informed of their right to file a formal complaint.

Contact information can be found at the DoDEA DME0 web page: <http://www.dodea.edu/Offices/DME0> or by contacting the Chief, Resolution and Compliance Branch Office at (571) 372-0966 or EEO.Complaints@hq.dodea.edu.

Information Collection Requirements. This DTM may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.

Releasability. Cleared for public release. Available on the DoDEA Issuances Website at <http://www.dodea.edu/Offices/Regulations/index.cfm>.


Thomas M. Brady
Director

Cancelled

GLOSSARY

PART I: ABBREVIATIONS AND ACRONYMS

DMEO	Diversity Management and Equal Opportunity
DTM	Directive-Type Memorandum
EEO	Equal Employment Opportunity

PART II. DEFINITIONS

disability. A person with a disability is one who has a physical or mental impairment that substantially limits one (1) or more major life activities; or has a record of such an impairment that substantially limits one (1) 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 (1) or more major life activities.

reasonable accommodation. 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.

undue hardship. An undue hardship is an action that is unduly costly, extensive, substantial or disruptive, or that would fundamentally alter the nature or operation of DoDEA. The determination of undue hardship is based upon an individualized assessment that considers: the nature and cost of the accommodation needed; the effect on expenses and resources; structure and functions of the workforce; geographic separateness; the impact of the accommodation on operations; and other related factors.

REFERENCES

Code of Federal Regulations, Title 29

Department of Defense Education Activity Memorandum, "Reasonable Accommodation," 10-DME0-004, November 20, 2009 (hereby incorporated and canceled)

Department of Defense Education Activity Pamphlet, "Procedures to Facilitate the Provision of Reasonable Accommodation," 12-EEO-01, March 1, 2013 Director of Department of Defense Education Activity Memorandum, "Annual Policy Statement on Reasonable Accommodation," September 9, 2013 (herby incorporated and canceled)

Equal Employment Opportunity Commission's Policy Guidance on Executive Order 13164, "Establishing Procedures to Facilitate the Provision of Reasonable Accommodation," October 20, 2000

Executive Order 13164, "Requiring Federal Agencies to Establish Procedures to Facilitate the Provision of Reasonable Accommodation," July 26, 2000

United States Code, Title 29

United States Code, Title 42

Cancelled