



DEPARTMENT OF THE ARMY
MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND
1 SOLDIER WAY
SCOTT AFB, IL 62225-5006

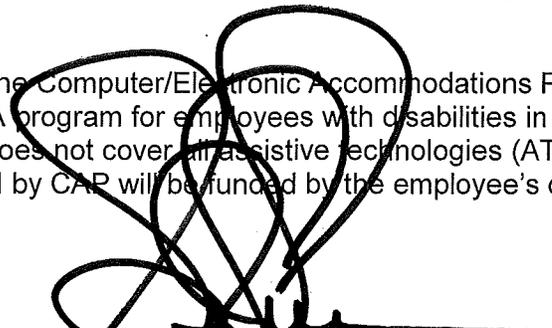
AMSSD-EEO

MAY 07 2018

POLICY STATEMENT ON REASONABLE ACCOMMODATIONS (RA)

1. Applicability: This policy applies to all Military Surface Deployment and Distribution Command (SDDC) personnel.
2. Proponent: Equal Employment Opportunity Office (EEO), (618) 220-5706/DSN 770.
3. References:
 - a. Rehabilitation Act of 1973, as amended.
 - b. Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation.
 - c. Army Regulation 690-12 (Equal Employment Opportunity and Affirmative Action).
 - d. Memorandum, Office of the Assistant Secretary of the Army for Manpower and Reserve Affairs, SAMR-ZA, 17 Mar 09, subject: US Army Procedures for Providing Reasonable Accommodations for Individuals with Disability.
4. SDDC is committed to equal employment opportunities for all employees and applicants and prohibits discrimination of any kind. Therefore, we will actively provide reasonable accommodations (RA) to qualified individuals with a disability or religious request in a prompt, fair, and efficient manner when:
 - a. The accommodation is directly related to performing the essential functions of the job, competing for employment, or enjoying equal benefits and privileges as other employees and applicants; or
 - b. The employee or applicant in need of an accommodation notifies his or her supervisor or the hiring agency of a known workplace barrier which hinders him or her from effectively and efficiently performing tasks, and gaining equal access to benefits or competing for employment opportunities.
5. RAs are generally funded through the Computer/Electronic Accommodations Program (CAP). CAP is the centrally funded RA program for employees with disabilities in the Department of Defense. However, it does not cover all assistive technologies (AT). Therefore, any AT or accommodation not covered by CAP will be funded by the employee's directorate.

DIGNITY IS
RESPECT
ALWAYS
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STEPHEN E. FARMEN
Major General, USA
Commanding