



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
471 EAST C STREET
NORFOLK VA 23511-2419

12713
N00
29 Oct 15

MEMORANDUM FOR DISTRIBUTION

Subj: REASONABLE ACCOMMODATION POLICY

Ref: (a) The Rehabilitation Act of 1973, as amended
(b) The Americans with Disabilities Act (ADA) of 1990, as amended
(c) The Code of Federal Regulations Section 1614.203
(d) 29 Code of Federal Regulations Part 1630
(e) EEOC Management Directive 715 (MD-715)
(f) Department of the Navy Civilian Human Resources Manual (DON CHRM) Subchapter 1606
(g) Department of Navy Guide for Processing Reasonable Accommodation Requests
(h) Office of EEO and Diversity Management, Guidance Advice Memorandum #86 - Reassignment as a Reasonable Accommodation, 12 April 2011
(i) COMSCINST 12720.4

Encl: (1) Processing Requests for Reasonable Accommodation

1. As Commander, Military Sealift Command (MSC), and the Equal Employment Opportunity Officer (EEO), I am personally committed to MSC full compliance with the reasonable accommodation requirements in accordance with references (a) through (e). All supervisors and managers must provide reasonable accommodation to qualified applicants or employees with disabilities, consistent with these requirements, unless doing so would cause an undue hardship to the operations of MSC. Requests for reasonable accommodation will be processed promptly, fairly, and efficiently in accordance with references (f) through (i).

2. Enclosure (1) outlines procedures for processing requests for reasonable accommodation for individuals with disabilities. MSC supervisors and managers are expected to expeditiously process requests for reasonable accommodation made by employees and applicants. If you have questions concerning this policy please contact the MSC EEO Disability Program Manager at (757)341-3310.

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3. This policy is effective until superseded or rescinded. Post this policy on all official bulletin boards and MSC websites for ashore and afloat employees' viewing.

4. Supersedes previous Reasonable Accommodation policy dated, 20 June 2014.

A handwritten signature in black ink, appearing to read "T. K. Shannon". The signature is fluid and cursive, with a large initial "T" and "K".

T. K. SHANNON