



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

28 Jun 19

MEMORANDUM

Subj: COMMANDER'S POLICY ON REASONABLE ACCOMMODATION

- 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 APR 2011
 - (j) COMSCINST 12720.4

1. As Commander, Military Sealift Command (MSC), and the Equal Employment Opportunity Officer (EEO), I am personally committed to MSC's full compliance with the reasonable accommodation requirements per references (a) through (e). Consistent with these requirements, all supervisors and managers must provide reasonable accommodation to qualified applicants or employees with disabilities, absent undue hardship. Requests for reasonable accommodation will be processed promptly, fairly, and efficiently per references (f) through (j).

2. Reference (j) outlines procedures for processing requests for reasonable accommodation. 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, or believe that you need and may be entitled to a reasonable accommodation, contact the MSC EEO Disability Program Manager at (757) 443-3090 or msc_eeo@navy.mil.

3. This memorandum is effective immediately and will be widely disseminated and prominently posted for viewing on the MSC website <https://msc.navy.deps.mil/SitePages/EEO%20and%20Diversity.aspx> and on official bulletin boards throughout the workplace.

4. This memorandum is effective as of 28 June 2019 and supersedes all others.

A handwritten signature in black ink, appearing to read "M. A. Wettlaufer".

M. A. WETTLAUFER