



OFFICE OF THE ADJUTANT GENERAL

North Dakota National Guard Department of Emergency Services

*The Honorable Doug Burgum
North Dakota Governor*

*Major General Alan S. Dohrmann
The Adjutant General and
Director of Emergency Services*

NGND-TAG-Z

22 May 2019

MEMORANDUM FOR All Federal Employees and Members of the North Dakota National Guard and Applicants for Federal Employment with the North Dakota National Guard

**SUBJECT: North Dakota National Guard (NDNG) Reasonable Accommodation Policy
Joint Policy 19-07**

1. REFERENCES:

a. Executive Order 13164, Requiring Federal Agencies to Establish Procedures to Facilitate the Provision of Reasonable Accommodation, 65 Federal Register 46565, July 26, 2000.

b. Rehabilitation Act of 1973, as amended.

c. The Americans with Disabilities Act of 1990, as amended.

d. NDNG Equal Opportunity & Equal Employment Opportunity Reasonable Accommodation and Personal Assistance Services Standard Operating Procedure, 5 November 2018.

2. This memorandum supersedes JP 16-10 NDNG Reasonable Accommodation Policy dated 25 April 2016.

3. **PURPOSE:** To provide guidance to NDNG federal employees and applicants on procedures for reasonable accommodations.

4. **APPLICABILITY:** This policy applies to all NDNG Military and Civilian employees. For the purpose of this policy, Civilian employees means Title 5 National Guard Employees (as defined by 5 USC § 2105), and Title 32 Federal Technicians. Contractual employees will follow the policies set by their contract company. Additionally, this also includes applicants for federal employment.

5. **POLICY:** It is the policy of the NDNG to provide reasonable accommodations in a timely manner to qualified individuals with disabilities who are Federal National Guard employees (Title 32 and Title 5 employees) or applicants. The NDNG will abide by all applicable Federal laws, National Guard Bureau regulations, and Equal Employment Opportunity Commission guidance regarding the provision of reasonable accommodations.

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6. The NDNG prohibits unlawful discrimination against any qualified individual with a known disability. This includes, but is not limited to, discrimination with respect to the application process, the hiring process, promotion, discharge, compensation, benefits, training, and all other aspects of employment. Employment opportunities shall not be denied because of the need to make reasonable accommodations for a qualified individual's disability.

7. The NDNG will provide a reasonable accommodation to a qualified individual with a known disability unless it creates an undue hardship on the NDNG. The individual must inform the NDNG of the need for a reasonable accommodation by submitting an oral or written reasonable accommodation request to the individual's supervisor or the State Equal Employment Manager (SEEM). Sufficient medical information and an accommodation assessment may be required to support the request and need for an accommodation. Requests will be considered and discussed among the individual's supervisor, the Human Resources Office, and the SEEM. Please see the enclosed NDNG Equal Opportunity and Equal Employment Opportunity Reasonable Accommodation and Personal Assistance Services Standard Operating Procedure for more information.

8. A copy of this policy letter will be posted on bulletin boards of all armories and facilities of the NDNG.

9. This policy is effective immediately and will remain in effect until superseded or revoked.

10. **PROPONENT:** The State Equal Employment Manager is the proponent for this policy at 701-333-3293.

Encl



ALAN S. DOHRMANN
Major General, NDNG
The Adjutant General