IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
HUMAN RESOURCE OFFICE
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BOISE, IDAHO 83705-8112

NGID-HRO 13 June 2024

MEMORANDUM FOR Idaho Military Division (IMD) AGR and Federal Employees

SUBJECT: HR Policy Letter 020 IMD Reasonable Accommodation Program

1. References.

a. Section 501, Rehabilitation Act of 1973, as amended, 29 U.S.C.§ 791

b. Americans with Disabilities Act Amendments Act of 2008, Titles I and V

c. Executive Order 13164 of 26 July 2000

d. 29 Code of Federal Regulations § 1630

e. EEOC Management Directive 715 (MD-715), 1 October 2003

f. Equal Employment Opportunity and Diversity, Army Regulation 690-12, Appendix C, 12 December 2019

g. Equal Employment Opportunity and Affirmative Employment Programs, AFI 36-205, Chapter8,1 December 2016

h. EEOC Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, 17 October 2002

i. Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of the Army, 15 December 1993

j. Executive Order 13548, 26 July 2010

2. Purpose and Intent. This policy establishes the Reasonable Accommodation Program (RAP) for the IMD. The Intent of this program is to remove barriers preventing persons with disabilities from applying for and performing jobs for which they are qualified.

3. Applicability and Scope. This policy applies to IMD, it covers civilian personnel and military supervisors of civilian personnel, all appropriated (APF) and non-appropriated (NAF) civilian employees and applicant(s) for employment.

4. Policy.

a. The IMD will provide Standard Operating Procedures (SOP) on the IMD RAP to employees and all job applicants in written and accessible formats as required. The IMDs RAP is an important aspect of our commitment to create employment opportunities for individuals with disabilities in accordance with References (a) to (j).

b. Managers/supervisors are expected to make every effort to provide reasonable accommodation to employees with disabilities, unless to doing so would cause an undue hardship.

c. Reassignment is an option of last resort. It is the NGB's policy to reassign a qualified employee with a disability in accordance with applicable references to a vacant, funded position within the agency. If the employee is unable to perform, the essential functions of his/her present position with or without accommodation because of a disability and is able to perform the essential functions of the identified position, with or without accommodation.

d. In accordance with the Rehabilitation Act of 1973, 29 U.S.C. § 791, it is NGB's policy to provide reasonable accommodation to qualified employees or applicants with disabilities, unless to do so would cause undue hardship to the agency. The IMD is committed to providing reasonable accommodations to NG employees and applicants for employment in order to ensure that individuals with disabilities have full access to equal employment opportunities at all NG enterprises. This means that the IMD provides reasonable accommodation when:

(1) An applicant for employment with a disability needs an accommodation in order to be considered for a job;

(2) A qualified employee with a disability needs an accommodation to enable him or her to perform the essential functions of the job or to gain access to the workplace; and

(3) An employee with a disability needs an accommodation to enjoy equal benefits and privileges of employment to those enjoyed by employees without disabilities.

5. IMD Disability Program Manager (DPM) will assist management to process requests for reasonable accommodation and, when appropriate, provide reasonable accommodations in a prompt, fair, and efficient manner.

6. POC – Disability Program Manager, 208-272-3334 or 208-272-4226.

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JAMES W. HICKS
COL, GS, IDNG
Director, Human Resource Office

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1. RAP SOP
2. Appendix A IMD RA Request Form
3. Appendix B IMD RA Request Flowchart