



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

12713
N00
31 Mar 26

MEMORANDUM

From: Commander, Military Sealift Command

Subj: COMMANDER'S POLICY ON REASONABLE ACCOMODATION

Ref: (a) The Rehabilitation Act of 1973, as Amended
(b) The Americans with Disabilities Act (ADA) of 1990, as Amended
(c) 29 C.F.R. § 1614.203
(d) 29 C.F.R. Part 1630
(e) EEOC Management Directive 715 (MD 715)
(f) Department of Navy Civilian Human Resources Manual (DON CHRM)
Subchapter 1606
(g) Department of Navy Guide for Processing Reasonable Accommodation Requests
(h) Department of Navy Guide for Processing Guide for Religious Reasonable
Accommodation
(i) SECNAVINST 12713.14
(j) COMSCINST 12720.4A

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 (j). Consistent with these requirements, all supervisors and managers of civilian employees 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 as per references (f) through (h).

2. Generally, a reasonable accommodation is any modification or adjustment to a job application process, the work environment or to the manner or circumstances under which work is customarily performed that enables a qualified individual with a disability to perform the essential functions of a position and enjoy equal benefits and privileges of employment as are enjoyed by similarly situated individuals without a disability. Supervisors will ensure information shared is on a strictly need to know basis throughout the entire process and coordinate all reasonable accommodation requests immediately through the MSC EEO office.

3. Reference (g) 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

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policy or processing requirements, contact the MSC Reasonable Accommodation Program Manager at (757) 341-3310 or msc_eeo@us.navy.mil.

4. This memorandum is effective immediately and supersedes all others.



B. R. NICHOLSON