



DIRECTOR'S POLICY 500-12

REASONABLE ACCOMMODATION FOR QUALIFIED INDIVIDUALS WITH DISABILITIES

Originating Component:	Equal Employment Opportunity
Effective:	March 24, 2023
Releasability:	Unlimited. This Director's Policy (DP) is approved for public release and is located on the Defense Commissary Agency's (DeCA) internet website at www.commissaries.com .
Reissues and Cancels:	DP 500-12 "Reasonable Accommodation for Qualified Individuals with Disabilities," June 29, 2018.

1. PURPOSE. This DP sets forth the Director's support of reasonable accommodation for Qualified Individuals with Disabilities in accordance with Executive Order 13164.

2. POLICY.

a. The Agency is committed to providing reasonable accommodations to its employees and applicants for employment to ensure that individuals with disabilities enjoy equal access to all employment opportunities.

b. DeCA's reasonable accommodation procedures will fully comply with the requirements of the Rehabilitation Act of 1973 and the American's with Disabilities Act as amended. Under the law, DeCA must provide reasonable accommodation to qualified employees or applicants with disabilities, unless to do so would cause undue hardship to the Agency.

c. The Agency has designated a Disability Program Manager (DPM) to oversee the reasonable accommodation program. The DPM will work with the employee's supervisor and the reasonable accommodation panel (Human Resources, General Counsel, and Safety) to ensure that the Agency provides a legally sufficient response to the request. A reasonable accommodation panel consisting of the DPM, supervisor of the employee requesting accommodation, and the human resources specialist supporting the requestor's organization will meet if needed to collectively determine if an effective accommodation is available. Meetings will occur after the DPM has recommended that requestor is disabled as defined in the ADA. The panel may draw on resources such as subject matter experts in safety, facilities, and operational areas to determine whether the requestor can perform the essential functions of their job with or without reasonable accommodation, as defined in the ADA. If needed, the panel may request advice from the Office of General Counsel (OGC) prior to providing a recommendation to the decision-maker. An appropriate accommodation is one that meets the individual's disability-related needs and enables the individual to perform the essential functions of the position.

d. The Agency will process requests for reasonable accommodation and will provide reasonable accommodations, when appropriate, in a prompt and efficient manner in accordance with the time frames set forth in its reasonable accommodation procedures manual.

3. RESPONSIBILITY.

a. Once an employee reports to their supervisor that they are experiencing a permanent or temporary medical condition that is interfering with their ability to perform the job duties contained within the position description, the supervisor should immediately engage that employee in the interactive reasonable accommodation process, even if the employee did not specifically request a reasonable accommodation or use the technical language associated with a reasonable accommodation claim.

b. All DeCA employees and applicants with disabilities seeking reasonable accommodation are responsible for requesting accommodation from the Agency and participating in the reasonable accommodation interactive process. Individuals needing accommodation may use DeCA Form 55-2 for this purpose.

c. When requesting reasonable accommodations, employees with disabilities and their supervisors are required to participate in an interactive process which will identify their accommodation needs, assess their ability to perform essential functions with or without accommodation and develop options for accommodating or reassigning the employee.

d. Managers and supervisors shall ensure that all requests for accommodation are processed in a timeframe consistent with Agency procedures. Managers and supervisors must keep the employee or applicant informed of the progress of the accommodation request.

e. The DPM will track all reasonable accommodation requests.

f. The Agency's reasonable accommodation panel will review and approve reasonable accommodation procedures and provide guidance to managers and employees on individual requests for accommodation.

4. APPLICABILITY. This DP applies to all DeCA activities and all DeCA personnel. This DP assigns responsibility for accomplishing the requirements of DoD publications program, in accordance with DoDI 5025.01.

A handwritten signature in black ink, appearing to read "W. F. Moore". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

William F. Moore
Director