

**Montana National Guard Disability Policy Directive**  
**25 August 2014**

This directive is permanent and will remain in effect until superseded or rescinded by the Montana National Guard Human Resources Officer. The Point of Contact (POC) for this policy is the MTNG State Equal Employment Manager (SEEM), telephone number 406-324-3117, DSN 324-3117.

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# Montana National Guard Disability Policy Directive

## 1. PURPOSE.

This directive establishes the Montana National Guard (MTNG) Disability Policy and Standard Operating Procedures (SOP) for providing Reasonable Accommodations (RA) for dual status and non-dual status Federal Technicians and Technician applicants. This directive is concerned with, but not limited to, establishing procedures that will support the prompt, fair, and efficient processing of RA requests; increasing awareness of responsibility in providing for the expansion of opportunities for individuals with disabilities; and ensuring that supervisors of dual status and non-dual status Federal Technicians and selecting officials of Technician applicants comply with applicable Federal law and guidance.

## 2. AUTHORITY AND REFERENCES.

- a. Rehabilitation Act of 1973, as amended.
- b. Americans with Disabilities Act of 1990, as amended, to include the Americans with Disabilities Act Amendments Act of 2008.
- c. Executive Order 13164, Requiring Federal Agencies to Establish Procedures to Facilitate the Provision of Reasonable Accommodation.
- d. 29 C.F.R. 1630 – Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act.
- e. The Equal Employment Opportunity Commission's "Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation."
- f. The Equal Employment Opportunity Commission's "Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act."

## 3. RESPONSIBILITIES.

- a. **Human Resources Officer (HRO).** The HRO is responsible for implementation and administration of the MTNG Disability Policy.
- b. **State Equal Employment Manager (SEEM).** The SEEM is responsible for the following:
  - 1) Establishing and conducting a supervisor RA training program;
  - 2) Providing information to supervisors, Technicians, and Technician applicants regarding RA policy;
  - 3) Assisting supervisors, Technician, and Technician applicants with RA requests;
  - 4) Developing and disseminating information on available RA resources including, but not limited to, the resources listed on Appendix A attached hereto;
  - 5) Coordinating all RA requests;
  - 6) Tracking and reporting all RA requests; and
  - 7) Ensuring that copies of this directive are readily available to all supervisors, Technicians, and Technician applicants.

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**c. Directors.** Directors at all levels are responsible for the following:

- 1) Promoting the RA process; and
- 2) Providing the necessary resources to support the RA process.

**d. Supervisors.** Supervisors are responsible for the following:

- 1) Ensuring all Technicians and Technician applicants are aware the RA process is available to qualified individuals with disabilities;
- 2) Receiving and reviewing RA requests from Technicians and Technician applicants;
- 3) Consulting with the SEEM when an RA request is received;
- 4) Determining whether it is appropriate to approve an RA request, to offer an alternative accommodation, or to deny the RA request; and
- 5) Communicating the status and ultimate disposition of each RA request to the requesting individual.

### 4. DEFINITIONS.

**a. Essential Functions.** The essential functions of a job are those job duties that are so fundamental to the position that the individual cannot do the job without being able to perform them. A function can be essential if, among other things:

- 1) The position exists specifically to perform that function;
- 2) There are a limited number of employees available among whom the performance of that job function can be distributed; and/or
- 3) The function is highly specialized so that the incumbent in the position is hired for his or her expertise or ability to perform the particular function.

**b. Extenuating Circumstances.** Extenuating circumstances are factors that could not reasonably have been anticipated or avoided in advance of the RA request.

**c. Individual with a Disability.** An individual with a disability has one or more of the following:

- 1) A physical or mental impairment that substantially limits one or more major life activities of such individual;
- 2) A record of such an impairment; or
- 3) Being regarded as having such an impairment.

**d. Interactive Process.** The interactive process is the process by which an individual making an RA request and the individual receiving the RA request communicate with each other about the request, the precise nature of the problem that is generating the request, how a disability is prompting a need for an accommodation, and alternative accommodations that may be effective in meeting the requestor's needs.

**e. Major Life Activities.** Major life activities include, but are not limited to, the following:

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- 1) Caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working; and
  - 2) The operation of a major bodily function, including functions of the immune system, special sense organs and skin; normal cell growth; and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.
- f. Qualified.** The term qualified, with respect to an individual with a disability, means that the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of such position.
- g. Reasonable Accommodation.** The term reasonable accommodation means:
- 1) Modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for the position such qualified applicant desires;
  - 2) Modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position; or
  - 3) Modifications or adjustments that enable a MTNG Technician with a disability to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated Technicians without disabilities.
- h. Undue Hardship.** In general, undue hardship means, with respect to the provision of an accommodation, significant difficulty or expense incurred by the MTNG, when considered in light of the following factors:
- 1) The nature and net cost of the accommodation needed;
  - 2) The overall financial resources of the MTNG facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, and the effect on expenses and resources;
  - 3) The overall financial resources of the MTNG, the overall size of the MTNG with respect to the number of its employees, and the number, type, and location of its facilities;
  - 4) The type of operations of the MTNG, including the composition, structure and functions of its workforce and the geographic separateness and administrative or fiscal relationship of the facility or facilities in question to the MTNG; and
  - 5) The impact of the accommodation upon the operation of the facility, including the impact on the ability of other employees to perform their duties and the impact on the facility's ability to conduct business.

**5. REASONABLE ACCOMMODATION PROCESS.**

**a. Initiating the Reasonable Accommodation Process.**

- 1) Technicians and Technician applicants must let the MTNG know they need an adjustment or change concerning some aspect of the application process, the job, or a benefit of employment for a reason related to a medical condition. An RA request may be made at any time, either orally or in writing. A Technician should make an RA request with his or her immediate supervisor, while Technician applicants should contact the SEEM. A written request will be made by filling out the Reasonable Accommodation Request Form (see Appendix B).
- 2) The RA process begins as soon as the oral or written RA request is made to any supervisor or the SEEM.
- 3) An individual's receipt or denial of an RA request does not prevent the individual from making another request at a later time if circumstances change and the individual believes an RA is needed due to limitations from a disability (e.g., the disability worsens or an employee is assigned new duties that require an additional or different RA). No one may refuse to process an RA request, and an RA request may not be denied based on a belief that the RA request should have been submitted earlier.
- 4) An RA request does not have to include any special words, such as "reasonable accommodation," "ADA," "disability," or "Rehabilitation Act." A request is any communication in which an individual asks or states that the individual needs the MTNG to provide or to change something because of a medical condition. The supervisor or the SEEM will ask the individual whether the individual is requesting an RA if the nature of the initial communication is unclear.
- 5) A family member, health professional, or other representative may make an RA request on behalf of a Technician or Technician applicant.
- 6) When an individual (or third party) makes an oral request, the SEEM must ensure that a Reasonable Accommodation Request Form is filled out. The SEEM will fill out the form if the requestor does not.
- 7) A Technician needing an accommodation on a recurring basis need only submit the RA request once. However, the Technician requesting a recurring accommodation must give appropriate advance notice each subsequent time the accommodation is needed. If the accommodation is needed on a regular basis, the SEEM will ensure the Technician's supervisor makes the appropriate arrangements without requiring a request in advance of each occasion.

**b. Processing Requests for Reasonable Accommodation.**

- 1) After an RA request has been made, the parties will begin the interactive process to determine what, if any, accommodation should be provided. This means the requestor and the supervisor or SEEM must communicate with each other about the request, the precise nature of the problem that is generating the request, how a disability is prompting a need for an accommodation, and alternative accommodations that may be effective in meeting the requestor's needs.

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- 2) The supervisor or the SEEM will contact the requestor within five (5) business days after the RA request is made to begin discussing the request.
- 3) In some instances, the MTNG may need additional information to determine if an individual's impairment qualifies as a disability under the Rehabilitation Act or to determine what would be an effective accommodation. Such information may not be necessary if an effective accommodation is obvious, if the disability is obvious, or if the disability is already known to the MTNG.
- 4) Communication is a priority throughout the interactive process, but particularly when the specific limitation, problem, or barrier is unclear; an effective accommodation is not obvious; or the parties are considering different forms of accommodation. Both the requestor and the supervisor or SEEM should work together to identify an effective accommodation. Appendix A lists some selected RA resources.
- 5) When a third party makes an RA request on behalf of a Technician or Technician applicant, the supervisor or SEEM should, if possible, confirm with the Technician or Technician applicant that the individual wants an accommodation before proceeding. Where this is not possible (e.g., because the individual has been hospitalized in an acute condition), the third party's RA request will be processed if it seems appropriate (e.g., by granting immediate leave) and the supervisor or the SEEM will consult directly with the individual needing the accommodation as soon as practicable.
- 6) The supervisor or the SEEM may need to consult with other MTNG personnel or outside sources to obtain information necessary to make a determination about the RA request. All MTNG personnel will give a high priority to responding quickly to a request for information or assistance when it concerns an RA request.
- 7) The supervisor or the SEEM will make the final decision regarding an RA request and will communicate that decision to the requestor as soon as a determination is made.

### c. Time Limits.

- 1) Generally
  - i. The time frame for processing an RA request (including providing the accommodation if the request is approved) is as soon as possible **but no later than forty-five (45) calendar days from the date the request is made**. This time frame indicates the maximum amount of time it should generally take to process an RA request and provide the accommodation. Supervisors and the SEEM will strive to process RA requests sooner, if possible. Unnecessary delays in processing RA requests can result in a violation of the Rehabilitation Act.
  - ii. In the event the MTNG needs to request medical information from an individual's health care provider or other appropriate professional, the time frame will stop the day said request is made. The time frame will resume on the day the medical information is received by the MTNG.
- 2) Expedited Processing of a Request. In certain circumstances, an RA request will require an expedited review and decision. This includes where an accommodation is needed to enable a Technician applicant to apply for a position or to enable a

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Technician to attend a short-notice event. Cases that require expedited processing will be adjudicated as soon as possible.

- 3) Extenuating Circumstances. When extenuating circumstances are present, the time for processing an RA request and providing the accommodation will be extended as reasonably necessary. An extension will be limited to circumstances where it is absolutely necessary and only for as long as required to deal with the extenuating circumstance.

### d. Medical Information

- 1) It is the responsibility of the requestor to provide appropriate medical information related to the requestor's disability and need for accommodation where the disability and need for accommodation are not obvious or already known. A disability is obvious or already known when it is clearly visible or the individual previously provided medical information showing that the condition meets the Rehabilitation Act definition.
- 2) The MTNG is entitled to request relevant supplemental medical information if the information submitted does not clearly explain the following:
  - i. The nature of the disability; or
  - ii. The need for the accommodation; or
  - iii. Does not otherwise clarify how the requested accommodation will assist the requestor in performing the essential functions of the job or enjoying the benefits and privileges of the workplace;
- 3) If sufficient medical information is not provided by the requestor after several attempts, the MTNG may ask the requestor to sign a limited release permitting the MTNG to contact the requestor's health care provider or other appropriate professional for additional information.
- 4) The MTNG is entitled to have the requestor's medical information reviewed by a MTNG health care provider or other appropriate professional at the MTNG's expense.

### e. Reassignment

- 1) Reassignment is the accommodation of last resort. Reassignment is available only to Technicians, not to Technician applicants. A reassignment will only be considered if no accommodations are available to enable the Technician to perform the essential functions of his or her current position or if the only effective accommodation would cause undue hardship. Reassignment may only be made to a vacant position. A new position will not be created, and no other Technician will be displaced.
- 2) In considering whether there are positions available for reassignment, the supervisor will work with the Human Resources Office (HRO), the requestor, and the SEEM to identify the following:
  - i. Vacant positions within the MTNG for which the Technician is qualified, with or without reasonable accommodation; and

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- ii. Positions which HRO has reason to believe will become vacant within 60 days from the date the search is initiated and for which the employee is qualified.
- 3) Reassignment may be made to a vacant position outside of the Technician's commuting area if the Technician is willing to relocate. As with other transfers not required by management, the MTNG will not pay for the Technician's relocation costs.

### **f. Denial of Reasonable Accommodation**

- 1) Supervisors must consult directly with the SEEM prior to denying an RA request or the particular accommodation requested. Legal reviews will be conducted on all proposed RA request denials.
- 2) When an RA request is denied, the requestor must be notified **in writing** of the denial. The supervisor or the SEEM must use the Reasonable Accommodation Disposition Form (see Appendix C) to notify the requestor of the determination. The notice will include the following information:
  - i. The reason(s) for the denial, written in plain language and containing as much specificity as possible;
  - ii. The office and individual who made the decision;
  - iii. If a specific accommodation is denied but an alternate accommodation is offered, an explanation of the specific reason(s) for the denial and why another accommodation is considered to be an effective alternative;
  - iv. An explanation of the informal procedures available to the requestor for a review of the denial action; and
  - v. Information about the requestor's right to file an EEO complaint and to invoke other statutory processes.

### **g. Appeals and EEO Complaints**

- 1) A requestor may seek prompt reconsideration of a denial of an RA request as follows:
  - i. The appeal must be in writing. The appeal will include a copy of the original Reasonable Accommodation Request Form, a copy of the Reasonable Accommodation Request Disposition Form, and explain why the requestor disagrees with the denial. The requestor may present additional information in support of the request for reconsideration. For convenience, the requestor may utilize the Reasonable Accommodation Request Form (Appendix B).
  - ii. The requestor must appeal to the HRO within five (5) workdays of receipt of the Reasonable Accommodation Disposition Form denying the RA request. The HRO shall render a decision within ten (10) workdays of the receipt of the appeal. The decision on the

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- appeal will be documented on the Reasonable Accommodation Request Appeal Form (see Appendix D).
- iii. If the appeal is not granted by the HRO, the requestor may appeal to the J-1, Director of Manpower and Personnel (J-1) within five (5) workdays of receipt of the Reasonable Accommodation Request Appeal Form from the HRO denying the appeal. The appeal must follow the format as explained in paragraph 5(g)(1)(i) of this directive. The J-1 shall render a decision within ten (10) workdays of the receipt of the appeal. The decision on the appeal will be documented on the Reasonable Accommodation Request Appeal Form.
  - iv. If the appeal is not granted by the J-1, the requestor may make one final appeal to The Adjutant General (TAG) of Montana. This appeal must be made within five (5) workdays of receipt of the Reasonable Accommodation Request Appeal Form denying the appeal. The appeal must follow the format as explained in paragraph 5(g)(1)(i) of this directive. TAG shall render a decision within ten (10) workdays of the receipt of the request. The decision for the appeal will be documented on the Reasonable Accommodation Request Appeal Form. The decision of TAG is final.
- 2) If a Technician applicant is utilizing the appeal process for reconsideration of an RA request, the selection decision for the position(s) involved will be postponed until the appeal process is exhausted or the applicant withdraws from the process.
  - 3) Alternative Dispute Resolution (ADR), i.e., mediation, may be utilized at any time during the appeal process.
  - 4) The appeal process will be **in addition to** but may not modify or replace the EEO Complaint Process or other grievance procedures. This process is not an administrative remedy that must be exhausted before a complaint may be filed. It is strictly voluntary and may not be used to limit an individual's rights. The MTNG may not prevent an individual from filing an EEO complaint or a grievance even if the individual is also pursuing the steps detailed in the appeal process. Participation in the appeal process does not satisfy the requirements for initiating a claim under any complaint or grievance procedure. The appeal process does not affect time limits for the EEO Complaint Process. Consequently, if the requestor wishes to file an EEO Complaint, he or she must do so within forty-five (45) days of the receipt of the initial denial.

### 6. Information Tracking

- 1) The Rehabilitation Act requires that all medical information obtained in connection with the RA process be kept confidential. This means that all medical information the MTNG obtains in connection with an RA request must be kept in a file separate from the requestor's personnel file. This includes all documents and information concerning the RA request. These confidential records will be maintained by the SEEM.

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- 2) The supervisor or the SEEM may need to share certain information with other MTNG personnel as necessary to make an appropriate determination on an RA request. Information will only be shared on a need-to-know basis, and the personnel involved will be informed of the confidentiality requirements. The information disclosed will be no more than is necessary to process the request. In certain situations, it may not even be necessary to reveal the name of the requestor and/or the office in which the requestor works.
- 3) The SEEM will establish a system of record keeping and tracking the processing of RA requests. For Technicians, the records related to an RA request will be maintained at a minimum for the duration of the Technician's tenure. This will ensure that the requestor is not asked to provide medical information previously submitted. For Technician applicants who are not selected, the records will be maintained for one calendar year after the selection date.
- 4) The SEEM is responsible for tracking the following information:
  - i. The number and types of Technician applicant RA requests and whether those requests were granted or denied;
  - ii. The jobs (component, office, occupational series, and grade level) for which RA requests were made;
  - iii. The types of accommodations that have been requested for each of those jobs;
  - iv. The number and types of accommodations for each job that have been approved and denied;
  - v. The number and types of RA requests that relate to benefits or privileges of employment and whether those requests have been granted or denied;
  - vi. The reason(s) for denial of RA requests;
  - vii. The amount of time taken to process each RA request; and
  - viii. The source of technical assistance consulted in trying to identify possible accommodations.

### 7. Annual Review

An annual review will be conducted of all approved RA requests to determine if there is a continuing need for the accommodation. The review will be conducted on or about the anniversary date of the initial approval of the RA request. The review will be documented on the Annual Reasonable Accommodation Review Form (see Appendix E). The Technician and supervisor will work together to conduct the review. The form will be filed with the SEEM along with the rest of the RA paperwork.

**APPENDIX A**  
**SELECTED REASONABLE ACCOMMODATION RESOURCES**

**U.S. Equal Employment Opportunity Commission**

1-800-669-3362 (Voice); 1-800-800-3302 (TT); <http://www.eeoc.gov>

The EEOC has published many ADA and Rehabilitation Act-related documents that may assist both individuals requesting accommodations as well as those involved in the decision-making process.

**Job Accommodation Network (JAN)**

1-800-232-9675 (Voice/TT); <http://askjan.org>

A service of the Office of Disability Employment Policy, JAN can provide information, free-of-charge, about many types of reasonable accommodations and provide referrals to other organizations that may have particular information about accommodations for persons with different disabilities.

**ADA Disability and Business Technical Assistance Centers (DBTACs)**

1-800-949-4232 (Voice/TT)

The DBTACs consist of 10 federally funded regional centers that provide information, training, and technical assistance on the ADA. Each center works with local business, disability, governmental, rehabilitation, and other professional networks to provide current ADA information and assistance. The DBTACs can provide information on reasonable accommodation and make referrals to local sources of expertise in reasonable accommodations.

**Registry of Interpreters for the Deaf**

(301) 608-0050 (Voice/TT); <http://www.rid.org/>

The Registry offers information on locating and using interpreters and transliteration services.

**RESNA Technical Assistance Project**

(703) 524-6686 (Voice); (703) 524-6639 (TT); <http://www.resna.org>

RESNA, the Rehabilitation Engineering and Assistive Technology Society of North America, can refer individuals to projects in all 50 states and the six territories offering technical assistance on technology-related services for individuals with disabilities.

**Computer/Electronic Accommodation Program**

(703) 681-8811 (Voice/TT); <http://www.cap.mil/>

The Computer/Electronic Accommodation Program (CAP) was established by the Department of Defense to help provide RAs to individuals with disabilities. The purpose of the CAP is to ensure that all disabled DOD employers get equipment which best meets their needs at no charge to the employer. The CAP is available to advise individuals and employers on ways to provide RAs.

**APPENDIX B  
REASONABLE ACCOMMODATION REQUEST FORM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Does this Request require expedited processing? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please explain: \_\_\_\_\_

\_\_\_\_\_

If a current Technician:

Office: \_\_\_\_\_

Position Description Title/Number: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

If a Technician Applicant:

Position Description Title/Number: \_\_\_\_\_

Accommodation(s) requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide any additional information that may be helpful in considering your request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

**APPENDIX C**  
**REASONABLE ACCOMMODATION REQUEST DISPOSITION FORM**

Name of Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

Position Description Title/Number: \_\_\_\_\_

Accommodation(s) requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor: \_\_\_\_\_

Office: \_\_\_\_\_

Accommodation(s):

\_\_\_\_\_ Approved as requested

\_\_\_\_\_ Approved with alternative accommodation (explanation): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Denied (explanation): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Acknowledgement:**

The requestor may appeal the denial of an RA request. The requestor may appeal the denial action all the way to The Adjutant General (TAG) of the Montana National Guard. TAG is the final appeal authority for all RA requests. Mediation may be utilized throughout the informal resolution process. These informal procedures will be **in addition to** but may not modify or replace the EEO Complaint Process or other grievance procedures. The informal procedures are strictly voluntary and may not be used to limit an individual's rights. The informal procedures do not affect time limits for the EEO Complaint Process. Consequently, if the requestor wishes to file an EEO Complaint, he or she must do so within forty-five (45) days of the receipt of the initial denial.

Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX D  
REASONABLE ACCOMMODATION REQUEST APPEAL FORM**

Name of Appellant: \_\_\_\_\_ Date: \_\_\_\_\_

Position Description Title/Number: \_\_\_\_\_

Accommodation(s) requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Denied by: \_\_\_\_\_

Office: \_\_\_\_\_

Accommodation(s):

\_\_\_\_\_ Approved as requested

\_\_\_\_\_ Approved with alternative accommodation (explanation): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Denied (explanation): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Acknowledgement:

The requestor may appeal the denial of an RA request. The requestor may appeal the denial action all the way to The Adjutant General (TAG) of the Montana National Guard. TAG is the final appeal authority for all RA requests. Mediation may be utilized throughout the informal resolution process. These informal procedures will be **in addition to** but may not modify or replace the EEO Complaint Process or other grievance procedures. The informal procedures are strictly voluntary and may not be used to limit an individual's rights. The informal procedures do not affect time limits for the EEO Complaint Process. Consequently, if the requestor wishes to file an EEO Complaint, he or she must do so within forty-five (45) days of the receipt of the initial denial.

Appellant: \_\_\_\_\_

Date: \_\_\_\_\_

Appeal Authority: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX E**  
**ANNUAL REASONABLE ACCOMMODATION REVIEW FORM**

Person with Accommodation: \_\_\_\_\_

Suspense Date: \_\_\_\_\_

Office: \_\_\_\_\_

Position Description Title/Number: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Description of Qualified Disability: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Description of Accommodation(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please evaluate the accommodation(s) by answering the following (please explain your answers):

1. Does the accommodation(s) provide effective assistance for you? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Does the accommodation create a safety hazard for you or anyone else? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Is the accommodation in good repair and working order? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_