



DEPARTMENTS OF THE ARMY AND AIR FORCE

JOINT FORCE HEADQUARTERS - MONTANA

1956 Mt Majo Street (P.O. Box 4789)

Fort Harrison, Montana 59636-4789

NGMT-JFQ-AG

25 August 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2014-31-A -- Montana National Guard Reasonable Accommodation Policy

1. Reference.

- a. The Rehabilitation Act of 1973, as amended (29 U.S.C. 791 and 794a).
- b. The Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. § 12101 *et seq.*, P.L. 101-336).
- c. The ADA Amendments Act (ADAAA) of 2008 (42 U.S.C. § 12101 *et seq.*, P.L. 110-325).
- d. Montana National Guard Disability Policy Directive, Dated 25 August, 2014.

2. It is the policy of the Montana National Guard (MTNG) to timely provide reasonable accommodations to qualified individuals with disabilities who are MTNG Technicians or Technician applicants. The MTNG will comply with all applicable Federal laws, National Guard Bureau regulations, and Equal Employment Opportunity Commission guidance regarding the provision of reasonable accommodations.

3. The MTNG 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 an individual's disability.

4. The MTNG will provide a reasonable accommodation to a qualified individual with a known disability unless it creates an undue hardship for the MTNG. The individual must make known to the MTNG 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). Medical documentation 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 or applicable MTNG staff member, the Human Resources Office, and the SEEM.

5. This policy applies to dual and non-dual status Technicians and Technician applicants. Nothing in this policy establishes the medical requirements for MTNG military members. When a Technician is required, as a condition of employment by 32 U.S.C. §709, to be a military

NGMT-JFQ-AG

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member of the MTNG, the Technician or Technician applicant may be required to meet the physical standards and employment criteria of the Army or Air National Guard. This policy does not apply to State employees, who are governed by federal laws, Montana statutes and the Administrative Rules of Montana.

6. POC is the State Equal Employment Manager, Mr. Will Bryson, 406-324-3117 or DSN 324-3117, william.l.bryson4.civ@mail.mil.

7. This policy statement is to be posted to all official bulletin boards and filed in accordance with 2014-01A command policy memo.



MATTHEW T. QUINN
MG, Montana National Guard
The Adjutant General

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