



HEADQUARTERS IOWA NATIONAL GUARD
Office of the Adjutant General
Camp Dodge Joint Maneuver Training Center
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Johnston, Iowa 50131-1824

NGIA-TAG

01 October 2019

MEMORANDUM FOR All Commanders, Directors, and Supervisors of All Units, Activities and Departments, Iowa National Guard

SUBJECT: Disability Anti-Discrimination, Reasonable Accommodation, and Personal Assistance Services Policy

1. References.

- a. Rehabilitation Act of 1973, as amended
- b. Americans with Disabilities Act of 1990
- c. Americans with Disabilities Amendments Act of 2008 (ADAA)
- d. The Equal Employment Opportunity Commission's "Policy Guidance of Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation", 17 October 2002

2. The Iowa National Guard does not condone discrimination or harassment against applicants for employment or federal civilian employees based on disability. The law prohibits discrimination or harassment when it comes to any aspect of employment including hiring, firing, pay, job assignments, promotions, training, benefits, and any other term or condition of employment. Employment actions and decisions must be made fairly and without bias.

3. Applicants for employment and employees with disabilities will be afforded the opportunity to request a reasonable accommodation (RA) to eliminate workplace barriers so a qualified employee/applicant can perform the essential functions of a job or apply for employment within the organization. Employees with targeted disabilities will be afforded the opportunity to request personal assistance services (PAS) to perform activities of daily living during work hours and job-related travel.

4. As appropriate, supervisors, employees and/or applicants will engage in an interactive process to identify viable options for RA and PAS requests. This interactive process may include discussions with HRO professionals, relevant medical professionals and others. Approval of RA and PAS requests may also require the employee to provide appropriate supporting medical documentation.

5. All commanders and supervisors will ensure the widest possible dissemination of this policy to their personnel and ensure the policy is posted on bulletin boards.

6. The Reasonable Accommodation and Personal Assistance Services Standard Operating Procedures (SOP) and additional EEO information may be found at <http://iako.ia.ngb.army.mil> select Special Staff; Human Resources Office; Equity & Inclusion Office; EEO; Policy Letters. Questions regarding this memorandum may be directed to Ms. Amanda Wicker: Amanda.n.wicker2.civ@mail.mil or 515-252-4539.

BENJAMIN J. CORELL
Major General, Iowa National Guard
The Adjutant General