



# Military and Naval Affairs

ANDREW M. CUOMO  
Governor  
Commander-in-Chief

RAYMOND F. SHIELDS, JR.  
Major General  
The Adjutant General

22 MAY 2019

MNAG-TAG

## MEMORANDUM FOR RECORD

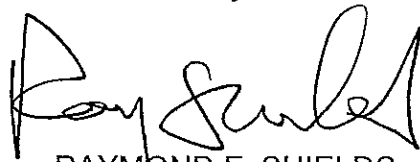
SUBJECT: Reasonable Accommodation Policy

1. This policy is applicable to all members assigned to the State's Organized Militia, including the Army National Guard, Air National Guard, Naval Militia, New York Guard, and all State and Federal employees of the Division of Military and Naval Affairs and Joint Force Headquarters-NY.
2. Our agency is committed to assuring equal employment opportunities and equal access to services, programs, and activities which includes providing reasonable accommodation to a qualified individual with a disability to enable such individual to perform the essential functions of the position for which he/she is applying or in which he/she is employed. We will provide for and promote the prompt, fair, and efficient processing of requests for reasonable accommodations, as well as ensure managers and supervisors of these employees comply with the mandates of the Rehabilitation Act of 1973, as amended.
3. A Reasonable Accommodation (RA) is defined as: a change in the work environment or in the way things are customarily done that would enable an individual with a disability (IWD) to enjoy equal employment opportunities. There are three categories of RA:
  - a. Modifications or adjustments to a job application process to permit an IWD to be considered for a job;
  - b. Modifications or adjustments necessary to enable a qualified IWD to perform the essential functions of the job; or
  - c. Modifications or adjustments that enable IWDs to enjoy equal benefits and privileges of employment.
4. Commanders, supervisors, members and federal employees will follow the procedures outlined in the NYNG Reasonable Accommodation Program dated December 2018 to request and process requests for reasonable accommodation.

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5. State employees and supervisors of state employees will follow the procedures outlined in the Governor's Office of Employee Relations (GOER) Reasonable Accommodation Policies found at <https://goer.ny.gov/reasonable-accommodation>.
6. This policy applies to all employment practices and actions. It includes, but is not limited to recruitment, job application process, hiring, training, disciplinary actions, rate of pay, or other compensation, advancement, transfer, classification, reassignment and promotions.
7. Employees may address questions regarding this policy to the following agency personnel:
  - a. Federal Employees, Soldiers, and Airmen will contact the Federal Employee/Human Resource Specialist (EHRS), Mr. Stephen Anthony Clemente, at (518) 786-4727.
  - b. State Employees will contact the agency's Designee for Reasonable Accommodation (DRA), Mrs. Tina Lehning, or the alternate DRA, Mrs. Laurie Romer, at (518) 786-4830 for reasonable accommodation matters.
  - c. New York Guard and Naval Militia members may also contact the DRA's at (518) 786-4830 for assistance with this policy.
8. This policy supersedes memorandum, MNAG-TAG, 1 Jun 16, subject: Equal Employment Opportunity/Reasonable Accommodation Policy.



RAYMOND F. SHIELDS, JR.  
Major General, NYARNG  
The Adjutant General

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