ARIZONA Department of Emergency and Military Affairs POLICY LETTER	POLICY LETTER NO. 20.04	
	DATE 15 OCT 2014	OPR DEMA-TAG
SUBJECT: Anti-Disability Discrimination and Reasonable Accommodation	**ENSURE WIDEST DISSEMINATION (POLICY LETTER 10.01)**	

1. References: This policy applies to federal technicians/civilian personnel, and applicants, IAW Executive Order 13164; The Rehabilitation Act of 1973, as amended; 29 U.S.C. § 791 *et seq.*; and the Americans with Disabilities Act, Amendments Act (ADAAA) of 2008.

2. Discrimination against qualified individuals with a physical or mental disability is unlawful. Arizona Department of Emergency and Military Affairs (DEMA) shall not discriminate against a qualified individual on the basis of disability in regard to application procedures, hiring, advancement, compensation, training, and/or other terms, conditions, and privileges of employment. DEMA will provide a reasonable accommodation to a qualified individual with a disability, unless such accommodation would impose an undue hardship on the agency. (Note: This policy does not exempt a dual-status technician who is required, as a condition of employment by 32 U.S.C §709, from meeting the physical standards of the military).

3. Not everyone with a medical condition or injury qualifies as an individual with a disability. A covered individual must be qualified to perform the essential function of the job and have a disability as defined by the American with Disabilities Act, as amended (ADAAA). Accordingly, managers, supervisors, employees, and/or applicants will engage in the interactive process to identify viable options for accommodations. Application of this policy may require the member to provide appropriate medical documentation, as needed to support the request for an accommodation and to identify viable options.

4. Point of contact is the State Equal Opportunity Office, (602) 629-4869/DSN 853-4869. This policy will be posted on organization and installation bulletin boards.

MICHAEL T. McGUIRE
Major General, AZNG
The Adjutant General

This policy supersedes Policy Letter 20.04, dated 7 JUL 1999