



DEPARTMENT OF THE NAVY  
COMMANDER MILITARY SEALIFT COMMAND  
471 EAST C STREET  
NORFOLK VA 23511-2419

12713  
N00  
22 Dec 21

From: Commander, Military Sealift Command

Subj: COMMANDER'S POLICY ON REASONABLE ACCOMMODATION

Ref: (a) The Rehabilitation Act of 1973, as amended  
(b) The Americans with Disabilities Act of 1990, as amended  
(c) 29 C.F.R. § 1614.203  
(d) 29 C.F.R., Part 1630  
(e) EEOC Management Directive 715 (MD-715)  
(f) Department of the Navy Civilian Human Resources Manual, Subchapter 1606  
(g) Department of Navy Guide for Processing Reasonable Accommodation Requests  
(h) Office of EEO and Diversity Management, Guidance Advice Memorandum #86  
Reassignment as a Reasonable Accommodation, 12 Apr 2011  
(i) SECNAVINST 12713.14

1. As Commander, Military Sealift Command (MSC) and the Equal Employment Opportunity Officer (EEO), I am personally committed to MSC's full compliance with the reasonable accommodation requirements per references (a) through (e). Consistent with these requirements, all supervisors and managers must provide reasonable accommodation to qualified applicants or employees with disabilities, absent undue hardship. Requests for reasonable accommodation will be processed promptly, fairly and efficiently as per references (f) through (i).
2. Generally, a reasonable accommodation is any modification or adjustment to a job application process, the work environment or to the manner or circumstances under which work is customarily performed that enables a qualified individual with a disability to perform the essential functions of a position or enjoy equal benefits and privileges of employment as are enjoyed by similarly situated individuals without a disability.
3. Reference (i) outlines procedures for processing requests for reasonable accommodation. MSC supervisors and managers are expected to expeditiously process requests for reasonable accommodation made by employees and applicants. If you have questions concerning this policy, contact the MSC EEO Disability Program Manager at (757) 341-3310 or [msc\\_eeo@us.navy.mil](mailto:msc_eeo@us.navy.mil).
4. This memorandum is effective immediately and supersedes all others.

A handwritten signature in black ink, appearing to read "M. A. WETTLAUFER", is positioned above the printed name.

M. A. WETTLAUFER