



DEPARTMENTS OF THE ARMY AND AIR FORCE
ILLINOIS ARMY AND AIR NATIONAL GUARD
1301 N. MACARTHUR BOULEVARD
SPRINGFIELD, IL 62702-2317

NGIL-ZA (600-20a2)

16 May 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NGIL Policy Memorandum 600-23-004-TAG, Reasonable Accommodation (RA) Policy

1. Reference.

- a. The Americans with Disabilities Act (ADA) of 1990
- b. The Americans with Disabilities Act Amendments Act (ADAAA) of 2008
- c. The Rehabilitation Act of 1973

2. This policy is applicable to all Illinois National Guard (ILNG) Employees to include Title 5 civilians and Title 32 Dual Status Federal Technicians assigned to the Illinois Army and Air National Guard, not in a military status, as well as applicants for federal employment who are managed under the designation of authority to The Adjutant General (TAG).

3. Our agency is committed to assuring equal employment opportunities and equal access to services, programs, and activities. This includes providing reasonable accommodation to a qualified individual with a disability so they can continue to perform the essential functions of their position or compete for employment into a position within our agency. We will provide for, and promote the prompt, fair, and efficient processing of requests for reasonable accommodations.

4. A RA is defined as: a change to a job, the work environment, or customary procedures, that allows an Individual With Disabilities (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.

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c. Modifications or adjustments that enable IWDs to enjoy equal benefits and privileges of employment.

5. When requesting a reasonable accommodation, Managers, Supervisors, Federal Employees, and Applicants will follow the procedures outlined in Enclosure 1, Reasonable Accommodation Process Map, and submit Enclosure 2, Reasonable Accommodation Request Form, NGIL 256, dated 1 October 2022.

6. The following personnel are points of contact for the State Equal Employment Management Office:

a. ILNG State Equal Employment Manager, Mr. David Malenfant, 217-761-3670, david.m.malenfant.civ@army.mil.

b. Equal Employment Opportunity Specialist, Ms. Jennifer Beery, 217-761-3518, jennifer.l.beery.civ@army.mil.

2 Encls

1. Reasonable Accommodation Process Map
2. NGIL Form 256, Reasonable Accommodation Request, 1 Oct 22



RICHARD R. NEELY, Major General, ANG
The Adjutant General for Illinois
Commander, Illinois National Guard

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