



**STATE OF GEORGIA
GEORGIA DEPARTMENT OF DEFENSE
1000 HALSEY AVENUE, BUILDING 447
MARIETTA, GEORGIA 30060-4277**

NGGA-TAG

19 February 2025

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: Georgia Department of Defense Reasonable Accommodation Policy

1. This policy is applicable to all Federal and State civilian personnel of the Georgia Department of Defense, regardless of whether they are part-time, full-time, or job applicants.
2. The Georgia Department of Defense (GA DOD) is committed to ensuring all qualified employees and applicants with disabilities are provided benefits and privileges of employment equal to employees and applicants without disabilities. It is the GA DOD's policy to provide reasonable accommodations in compliance with the Americans with Disabilities Act, as amended, the Rehabilitation Act of 1973, as amended, and all relevant Federal laws and regulations.
3. A reasonable accommodation is a change in the work environment that would enable an individual to do his or her job despite having a disability. Examples of reasonable accommodation include modifications or adjustments that enable an individual to apply for a job, perform a job, or have equal access to the workplace, and employee benefits.
4. Personal Assistance Services are services that help individuals who, because of targeted disabilities, require assistance to perform basic activities of daily living, and which provide assistance performing those activities of daily living an individual would typically perform if he or she did not have a disability, but that is not otherwise required as a reasonable accommodation.
5. It is an employee's or applicant's responsibility to request a reasonable accommodation or Personal Assistance Services either orally or in writing and in accordance with the procedures outlined in the Georgia Department of Defense Reasonable Accommodation Program instruction. Federal employees or applicants for Federal employment should make such requests for reasonable accommodation through the Office of the State Equal Employment Manager (SEEM) and State employees should make such requests through the State Personnel Office (SPO).
6. This policy letter will be posted in the permanent section on all unit bulletin boards, the Georgia National Guard HRO website.

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7. Questions regarding this policy may be addressed through the SEEM's office at (678) 569- 5728, DSN 338-5728, or the State Personnel Office at (678) 569-5507.

A handwritten signature in black ink, appearing to read 'RDW', with a stylized flourish at the end.

RICHARD D. WILSON
Major General, GANG
The Adjutant General