



DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS, NEW ORLEANS DISTRICT  
7400 LEAKE AVE  
NEW ORLEANS, LA 70118-3651

CEMVN-Z

27 September 2020

SUBJECT: Reasonable Accommodations for Individuals with Disabilities Policy (MVN-CPL #2020-03)

MEMORANDUM FOR ALL NEW ORLEANS DISTRICT EMPLOYEES

1. Reference District Regulation (DR) 690-1-961, dated 8 April 2014, Reasonable Accommodations (RA) for Individuals with Disabilities (IWD), which establishes the procedures for submitting and processing requests for Reasonable Accommodation for Individuals with Disabilities under Section 501 of the Rehabilitation Act of 1973, as amended.

2. The U.S. Army Corps of Engineers, New Orleans District, is committed to the fair and equal employment of individuals with disabilities. While many individuals with disabilities can work without an accommodation, other qualified applicants and employees face barriers to employment. The district has a process in place to reasonably accommodate those individuals, unless doing so poses an undue hardship on the agency. This policy ensures that employees, and applicants for employment, have access to employment opportunities offered at the district.

3. Key terms relating to accommodation are defined below in this policy.

a. A reasonable accommodation is a change in the work environment or in the way things are customarily done that would enable an individual with a disability to enjoy equal employment opportunities.

b. An individual with a disability is an individual who has a mental or physical impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

c. Major life activities are functions such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of major bodily functions such as, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. This is not an exhaustive list, but is representative of the types of activities that are considered major life activities.

d. A qualified person with a disability is an individual who is otherwise qualified or

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capable of performing the essential functions of a job with or without a reasonable accommodation.

4. A request for an accommodation can be initiated with your first-line supervisor or the Equal Employment Opportunity (EEO) Office. However, the accommodation process is interactive between the employee and first-line supervisor, unless otherwise specified.

5. Medical information from your healthcare provider may be required when requesting an accommodation, if the disability is not visible.

6. The District Regulation on accommodations and applicable forms are available at the district's EEO intranet webpage or from the EEO Office.

7. The proponent for this memorandum is the MVN Equal Employment Opportunity (EEO) Office at (504) 862-2238.

STEPHEN F. MURPHY  
COL, EN  
Commanding