

OFFICE OF THE ADJUTANT GENERAL

Public Notice And Grievance Procedure Under The Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA) as amended; Title 1 Chapter 13 of the South Carolina Code of Laws; and the South Carolina Military Department Policy E24-100.12 (Workplace Environment - Workplace Harassment or Discrimination Policy), the Office of the Adjutant General will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities.

Employment: The Office of the Adjutant General does not discriminate on the basis of disability in its hiring or employment practices and complies with Title 1-13 of the SC Code of Laws; South Carolina Military Department Policy E24-100; and all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: The Office of the Adjutant General and its subordinate organizations will, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can benefit equally from Agency's programs, services and activities; including qualified sign language interpreters, and other ways of making information and communications accessible to people who have speech, hearing or vision impairments.

Modifications to Policies and Procedures: The Office of the Adjutant General will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to benefit from all of its programs, services, and activities.

The ADA; Title 1-13 of the SC Code of Laws; nor the South Carolina Military Department Policy E24-100.12 require the Office of the Adjutant General to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

ADA Coordinator: The following Agency employee is designated as the ADA Coordinator for the Office of the Adjutant General:

Robert L. Faulk
South Carolina Military Department State Human Resources Officer
1 National Guard Road
Columbia, SC 29201-4752
Office – (803) 299-4337
Email – faulkrl@tag.scmd.state.sc.us

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Office of the Adjutant General, should contact the Office of the Adjutant General's ADA Coordinator as soon as possible but preferably no later than 48 hours before the scheduled event.

The Office of the Adjutant General will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy.

Grievance Process: Persons with a complaint that a program, service or activity of the Office of the Adjutant General is not accessible to persons with disabilities or who wish to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by the Office of the Adjutant General should direct their issue to the Office of the Adjutant General's ADA Coordinator.

The complaint should be in writing and contain information about the alleged discrimination such as name; address; phone number of complainant; and location, date and description of the problem. The Office of the Adjutant General's ADA Coordinator will make alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, available for persons with disabilities upon request.

The grievant and/or his/her designee should submit the complaint as soon as possible but no later than 60 calendar days after the alleged violation.

The Office of the Adjutant General's ADA Coordinator will receive the written or alternatively submitted complaint or report, process the complaint and any appeal, and provide responses to the action and any appeals in accordance with the procedures as outlined by the South Carolina Human Affairs Commission.

The Office of the Adjutant General's ADA Coordinator will retain copies of all written or alternatively submitted complaints received, appeals, and responses by the Office of the Adjutant General and the South Carolina Human Affairs Commission for at least three (3) years.