



**DEPARTMENT OF THE ARMY**  
US ARMY IMCOM DIRECTORATE - SUSTAINMENT  
HEADQUARTERS, US ARMY GARRISON FORT WALKER  
18436 4TH STREET  
FORT WALKER, VIRGINIA 22427-3114

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02 October 2023

MEMORANDUM FOR U.S. Army Garrison, Fort Walker

SUBJECT: Command Policy #10, Equal Employment Opportunity (EEO) Reasonable Accommodation

1. References:

- a. Rehabilitation Act of 1973, Sections 501 and 505.
- b. Army Regulation 600-7 (Unlawful Discrimination on the Basis of Disability in Programs and Activities Receiving Federal Financial Assistance from or Conducted by the Department of the Army, 10 March 2020).
- c. Army Regulation 690-12, Appendix C (Equal Employment Opportunity and Diversity), 12 December 2019.

2. This memorandum establishes the Garrison policy on Reasonable Accommodation. It applies to all Army civilian employees, former employees, applicants for employment and certain contract employees serviced by the Fort Belvoir EEO Office.

- a. The policy of U.S. Army Garrison, Fort Walker (FWVA) is to ensure equal opportunity in all aspects of employment for individuals with disabilities. FWVA is committed to providing reasonable accommodations to employees and applicants for employment with disabilities to ensure individuals with disabilities have full access to equal employment opportunities.
- b. 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 qualified disability to enjoy equal employment opportunities. There are three categories of reasonable accommodations:
  - (1) Modifications or adjustments to the applicant process to permit an individual with a disability to be considered for a job (such as providing application forms in an alternative format, e.g. large print, Braille);
  - (2) Modifications or adjustments necessary to enable a qualified individual with a disability to perform the essential functions of the job, e.g., providing a sign language interpreter;

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(3) Modifications or adjustments that enable individuals with disabilities to enjoy equal benefits and privileges of employment, e.g., removing physical barriers in buildings.

c. An individual with a disability may start the reasonable accommodation process by making an oral or written request for accommodation to any supervisor in an employee's immediate chain of command or the Fort Belvoir EEO Office.

d. I expect managers and supervisors at FWVA to expeditiously process requests for reasonable accommodations made by employees or applicants for employment in a prompt, fair, efficient manner and in accordance with applicable laws and regulations.

3. The proponent for this policy is the Fort Belvoir Equal Opportunity and Equal Employment Opportunity Office, Fort Belvoir 703-805-2006.



JASON P. DUFFY  
LTC, SF  
Commanding