



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

AMIM-BV-EE

8 August 2024

MEMORANDUM FOR US Army Fort Belvoir Garrison Personnel

SUBJECT: Fort Belvoir Policy Memorandum #27, Reasonable Accommodation Policy

1. REFERENCES:

- a. Rehabilitation Act of 1973, Sections 501 and 505.
- b. Army Regulation 600-7 (Nondiscrimination 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.
- a. Army Regulation 690-12 (Equal Employment Opportunity and Diversity), 12 December 2019.

2. PURPOSE. Establish the Commander's policy on Reasonable Accommodation.

3. APPLICABILITY. Applies to all Army civilian employees, former employees, applicants for employment and certain contract employees serviced by the Fort Belvoir Equal Employment Office.

4. POLICY.

a. The United States Army Garrison, Fort Belvoir is dedicated to providing reasonable accommodations for employees and job applicants with disabilities, ensuring full access to equal employment opportunities. A reasonable accommodation is an adjustment to the work environment or standard procedures that allows an individual with a qualifying disability to have equal opportunities. A qualified individual with a disability can initiate the reasonable accommodation process by submitting a verbal or written request to their immediate supervisor within their chain of command or to the Fort Belvoir EEO Office.

"LEADERS IN EXCELLENCE"

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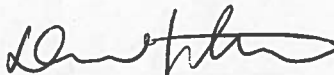
b. The reasonable accommodation (RA) process begins as soon as a requester makes an oral or written request for accommodation to the Immediate Supervisor, a supervisor or Manager in the Chain of Command, the HR Office or CPAC, the Union Office, the EEO Office or the Disability Program Manager (DPM). Absent extenuating circumstances, the RA action will be processed and complete within 30 business days from the date he/she receives the request. The decisionmaker is entitled to know that the requestor has a disability covered by the Rehabilitation Act for which an accommodation is needed. There are three types of reasonable accommodations available for employees or applicants with disabilities:

(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.

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

5. PROPONENT. The proponent of this policy is the EEO Office, (703) 805-2006.


DAVID J. STEWART
COL, EN
Commanding