



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BRAGG
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FORT BRAGG NC 28310-5000

IMBG-ZA

15 November 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Letter #11—Reasonable Accommodation for Individuals with Disabilities

1. References:

- a. AR 690-12 (Equal Employment Opportunity and Diversity), Appendix C, 22 December 2016.
- b. Americans with Disabilities Amendments Act of 2008, as amended.
- c. Executive Order (EO) 13164 (Establishing Procedures to Facilitate the Provision of Reasonable Accommodation), 26 July 2000.
- d. Equal Employment Opportunity Commission Enforcement Guidance: Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act, 20 October 2000.
- e. Americans with Disabilities Act of 1990, as amended.
- f. Rehabilitation Act of 1973, as amended.
- g. AR 600-7 (Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of the Army), 15 November 1983.

2. This policy applies to all Army activities that are financed by appropriated or appropriated funds and to all appropriated and non-appropriated fund employees and applicants for employment assigned to Installation Management Command, Headquarters, U.S. Army Garrison Command, Fort Bragg, North Carolina. These requirements cover employees and applicants employed in part-time, temporary, term, and full-time positions. This policy memorandum supersedes Garrison Policy Letter #11, Reasonable Accommodation for Individuals with Disabilities, dated 5 December 2016.

3. I fully support the Army procedures for providing reasonable accommodation for individuals with disabilities. This policy ensures qualified individuals with disabilities are provided a reasonable accommodation, except when such accommodation would cause an undue hardship. These procedures are intended to support the prompt, fair, and efficient processing of requests for reasonable accommodation. Managers, supervisors, and employees are responsible and accountable for complying with AR 60-12, Appendix C, Procedures for Providing Reasonable Accommodation for Individuals with Disabilities.

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4. Managers, supervisors, and employees will adhere to the procedures outlined in AR 690-12, Appendix C, Procedures for Providing Reasonable Accommodation for Individuals with Disabilities. Organization officials must begin processing oral requests for reasonable accommodation immediately, even if the employee has not yet submitted a written confirmation. The organization will process requests for reasonable accommodation and provide accommodations, when appropriate, as soon as reasonably possible. The decision maker may be able to grant the request immediately. Absent extenuating circumstances, the requested accommodation will be granted or denied within 30 business days from the date the decision maker received the initial request. Decision makers must inform the Disability Program Manager (DPM) and Staff Judge Advocate before denying a request for accommodation. Proposed denials are to be routed through the DPM, located at the Garrison Equal Employment Opportunity (EEO) office. Proposed denials must include a legal review before a final decision is made to deny the request. The DPM is responsible for requesting the legal review. The final decision to deny the request for accommodation, after the legal review, rests with the Director of the respective organization. Accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, or enjoying equal benefits and privileges of employment. Supervisors will make contact with the DPM upon receipt of a request for reasonable accommodation. Thereafter, the DPM is responsible for facilitating the process.

5. The duty to provide an effective reasonable accommodation is a fundamental regulatory requirement because of the nature of discrimination faced by individuals with disabilities. Although individuals with disabilities can apply for and perform jobs without a reasonable accommodation, there are workplace barriers that keep others from performing jobs which they could do with some form of accommodation. Reasonable accommodation removes workplace barriers for individuals with disabilities.

6. This policy memorandum will be permanently posted on official bulletin boards.

7. The point of contact for this policy is the Garrison EEO office at 910-396-5214.



PHILLIP D. SOUNIA
COL, AR
Commanding

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