DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
OPC 305 BOX 23
APO AP 96218-5746

AMIM-DAG-EE (690-12a)

JUL 29 2025

MEMORANDUM FOR All United States Army Garrison Daegu Civilian Personnel

SUBJECT: United States Army Garrison (USAG) Daegu Policy Letter #25-15, Reasonable Accommodation

1. The U.S. Army Garrison Daegu (USAG-D) is committed to providing reasonable accommodation(s) to its employees and applicants for employment in order to assure that qualified individuals with disabilities, permanent or temporary, as required by Federal laws, enjoy full access to equal employment opportunities. The intent of this policy, is to increase the awareness of managers and supervisors responsible for providing expanded opportunities for individuals with disabilities in the USAG-D workforce. Further, this policy implements a maximum amount of time for processing and providing reasonable accommodation decisions to qualified applicants and employees.

2. Section 501 of the Rehabilitation Act of 1973, as amended, requires employers to make "reasonable accommodation" to the known physical or mental limitations of qualified applicants and employees with disabilities, unless the agency can demonstrate that the accommodation would impose an undue hardship on the operation of its program. "Reasonable accommodation" is defined as a change in the work environment, or in the way things are customarily done in the performance of a job, or a change in an employment practice, that makes it possible for a "qualified individual with a disability" to enjoy equal employment opportunity, unless to do so would cause an undue hardship.

3. "Qualified individual with a disability" refers to disabled individuals who meet the job-related skill, experience and education requirements, and who, with or without reasonable accommodation(s), can perform the essential functions of the position held or desired. Individuals with disabilities are those who have a physical or mental impairment that substantially limits one or more major life activities, a history of such an impairment, or is regarded as having such impairment. The term "essential functions" means the fundamental job duties of the employment position that the individual with disability holds or desires.

4. The use of reasonable accommodation(s) removes workplace barriers that would otherwise prevent qualified individuals with disabilities from competing for jobs or gaining access to the benefit of employment. USAG-D supports the use of reasonable accommodation(s) in the workplace, especially the employment of individuals with disabilities.

5. Managers and supervisors will be trained annually on their responsibilities and the procedures for reasonable accommodation. Executive Order 13164 requires all Federal Agencies to establish procedures on handling requests for reasonable accommodation(s). USAG-D established the following procedures:

6. A request for reasonable accommodation(s) may be made orally or in writing by an employee or applicant, or the employee or applicant's family member, health care professional or authorized representative. The individual making the request need only indicate the necessity for assistance based on a medical condition. The use of special words is not required (e.g. "reasonable accommodation," "disability," or "rehabilitation"). An employee's oral or written request for reasonable accommodation(s) by the agency or supervisor will be processed using AMIM Form 5.

7. It is strongly recommended that the employee requesting accommodation complete AMIM Form 5 and submit to an agency official who is authorized to receive reasonable accommodation requests, such as the Area IV Disability Program Manager (DPM). However, if the requesting employee does not complete the form it is the responsibility of the supervisor or other responsible agency official to complete the form and forward it to the USAG-D and
Area IV Disability Program Manager (DPM) located on Camp Henry at Building S1254 or alternatively at:

U.S. Army Garrison Daegu
ATTN: EEO Disability Program Manager
OPC 305 Box 23 (AMIM-DAG-EE)
APO AP 96218-5746

8. The employee must articulate the accommodation(s) needed and participate in the interactive process with their supervisor. Medical documentation may be required from the applicant or employee and USAG-D has the right to have it reviewed by a medical expert. Supervisors must seek the assistance of the DPM before obtaining any medical documentation.

9. Supervisors are responsible for receiving and acting on requests for reasonable accommodation at the lowest level of management feasible, when in agreement as to the type(s) of accommodation. The supervisor must forward a completed and signed AMIM Form 5 to the USAG-D EEO Office/Disability Program Manager (USAG-D/ DPM) for record and tracking. The USAG-D/DPM will assign a log number and share it with the supervisor along with a suspense date for a decision on the request.

10. Supervisors must engage in the interactive communications process with the employee, assess the essential job functions, and request pertinent medical documentation, if appropriate. If the immediate supervisor cannot approve the request, he/she must forward, within **five (5) business days** from date of receipt to the second-level supervisor in the requestor's chain of supervision for review and approval/disapproval.

11. If the reasonable accommodation request requires a medical review by Occupational Health, the USAG-D DPM will forward the Medical Employability Package received from the supervisor to Occupational Health Office. The package will include the following:

a. Medical Employability Case Transmittal Form
b. A written list of concerns/issues
c. Signed and completed Authorization for Disclosure of Information Release
d. Copies of all relevant medical records
e. Position Description and Essential Function for the position
f. Documentation of agency communications with the requesting employee/applicant
g. Copies of Department of Labor Forms CA1 or CA2, when applicable and available

12. The maximum time for processing and providing reasonable accommodation decisions to an applicant or employee shall not exceed **thirty (30) business days** from the date of USAG-D's receipt of the written request, absent any "extenuating circumstances." For clarification purposes, "extenuating circumstances" are unforeseen or unavoidable events or factors that could not reasonably have been anticipated or avoided that prevent the prompt processing and delivery of an accommodation decision. Some examples of extenuating circumstances may include:

a. Waiting for a response to a request for medical information
b. Purchase of equipment
c. Equipment ordered may be back-ordered
d. Removal of architectural barriers

13. If the USAG-D DPM does not receive notification that the request has been either approved or disapproved, within fourteen **(14) business days**, the USAG-D DPM will contact the supervisor on behalf of the employee to determine disposition.

14. If the supervisor cannot approve accommodation(s), he/she will forward reason(s) for disapproval to the USAG-D DPM, who will forward for consultation with the Agency Representative/servicing legal office. Once accommodation decision processing is

completed, and the request is approved or disapproved, the supervisor will forward a signed copy of AMIM Form 5 to the USAG-D DPM for filing. The supervisor will implement the request if approved and follow-up to ensure that the provided accommodation is effective.

15. The USAG-D point of contact for reasonable accommodation issues may be reached at DSN 763-4517/4518.

JEFFREY D. NOLL
COL, IN
Commanding

Log No.

REQUEST FOR REASONABLE ACCOMMODATION

The proponent is the Equal Employment Opportunity Office.
(To be completed by employee or applicant)

PRIVACY ACT STATEMENT	The information you provide is covered by the Privacy Act of 1974, Title 5, U.S.C. 552a.
AUTHORITY:	Collection of this information is authorized by Section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C. 794.
PRINCIPAL PURPOSE:	Used for processing requests for reasonable accommodation by Department of the Army Civilian Employees and applicants for employment.
ROUTINE USES:	Used by Army schools to obtain basic data needed to determine eligibility for enrollment, process applications, maintain student records, and perform all other administrative functions inherent in student administration.
DISCLOSURE:	Mandatory. Failure to provide this information could result in the applicant not being able to participate in the program.

Name of Requestor: _____

Home Telephone #: _____

Work Telephone #: _____

Organization: _____

Position/Title: _____

Job Series: _____

Grade: _____

Supervisor's Name: _____

Supervisory's Telephone #: _____

1. I am a person with a disability, who is requesting a reasonable accommodation under the Rehabilitation Act of 1973, as amended. The Accommodation is requested because I have the medical condition(s) described below:

2. My disability affects the following major life activity(s). I am unable to complete certain job functions and need the following adjustments to my work environment, or in the application process for (applicants) employment:

3. I am requesting the following accommodation(s):

_____
Your signature (or signature of representative) and date

_____
Date Request Received

_____
(To be completed by supervisor or EEO Official)