



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DETRICK
810 SCHREIDER STREET, SUITE 212
FORT DETRICK, MARYLAND 21702-5000

IMFD-EE

JAN 23 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum 10 – Processing Reasonable Accommodation Requests

1. Reference. Army Regulation 690-12, Appendix C, Procedures for Providing Reasonable Accommodation for Individuals with Disabilities, 22 December 2016.
2. The purpose of this policy is to provide guidance on processing requests for reasonable accommodations for Army employees and applicants with disabilities. A reasonable accommodation is defined as any change in the work environment or the way things are customarily done that would enable an individual with a disability to apply for a job, perform the essential functions of their job, or enjoy the benefits and privileges of employment.
3. This policy applies to all U.S. Army Garrison Fort Detrick employees and employees assigned to organizations serviced by the Fort Detrick Equal Employment Opportunity Office.
4. Any official who receives information in connection with a request for reasonable accommodation may share information that is connected with that request with other officials only when those officials demonstrate a need to know and the information will be used solely to make determinations on an accommodation request or to help the decision maker make a determination.
5. Requests for reasonable accommodation will be granted as soon as possible. If a decision maker does not immediately grant the requested accommodation, they must consult directly with the Disability Program Manager (DPM). Absent extenuating circumstances, the requested accommodation should be granted, modified, or denied within 30 business days from the date the decision maker receives the initial request. Any decision to modify or deny a request for accommodation will be reviewed by legal and the DPM prior to notifying the requester of the decision.
6. Medical information will be requested only to the extent reasonably necessary. Medical documentation contains PII and is sensitive information about an individual's medical condition and must be handled in a confidential manner. The decision maker will coordinate with the DPM before requesting any medical documentation.

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7. The reasonable accommodation process begins as soon as an individual makes an oral or written request for accommodation. Applicants or employees must inform their supervisor, orally or in writing, of the need for an adjustment or change in the application process, job, or a benefit of employment for a reason related to a medical condition. The request does not require the individual to use phrases such as "reasonable accommodation" or "disability." If uncertain, the supervisor must confirm whether an individual is requesting a reasonable accommodation. Individuals requesting an accommodation must confirm their request for accommodation. A representative may request an accommodation on behalf of an individual however the supervisor must confirm with the employee that they want the accommodation. The supervisor will document that a request was made and provide a copy of the request to the DPM within two (2) business days. If the supervisor does not have the authority to approve the request, they must forward the request within two (2) business days to the appropriate official, the DPM, and the agency labor counselor for informational purposes.

8. The decision maker will notify the individual requesting accommodation immediately once they have made a determination to grant an accommodation. If communicated orally, the decision maker will follow up in writing. The decision maker is responsible for making necessary arrangements to ensure the accommodation is provided within the applicable time limit. Any decision to deny or modify a request for accommodation must be done in writing after legal review. A copy of all decisions will be provided to the DPM for record keeping purposes.

9. The point of contact for this memorandum is the Disability Program Manager, Johnnie Buchanan at (301) 619-2636 or johnnie.r.buchanan.civ@mail.mil.


SCOTT M. HALTER
Colonel, AV
Commanding

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