MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Reasonable Accommodation (RA) for Individuals with Disabilities

1. REFERENCES:

2. PURPOSE: To establish the Garrison Commander's policy on Reasonable Accommodation (RA) for Individuals with Disabilities.

3. APPLICABILITY: This policy applies to all civilian and military personnel assigned to and/or under the operational control of the U.S. Army Garrison Fort Hood.

4. POLICY:
   a. Fort Hood complies with the reasonable accommodation requirements of the Rehabilitation Act of 1973. Reasonable accommodations will be provided to qualified employees or applicants with disabilities, unless doing so would cause an undue hardship.

   b. A request for reasonable accommodation is a statement that an individual needs an adjustment or change at work, in the application process, or in a benefit or privilege of employment for a reason related to a disability. The reasonable accommodation process begins as soon as the request for accommodation is made. AR 690-12, Appendix C, establishes procedures for processing requests for accommodation for disability.

   c. The servicing Equal Employment Opportunity (EEO) Office is responsible for maintaining records of all requests for reasonable accommodation. To enable the Fort Hood EEO Office to maintain accurate records, all organizations are required to forward reasonable accommodation information to the EEO Office in accordance with procedures outlined in AR 690-12, Appendix C.
IMHD-EE
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5. PROPONENT: The Fort Hood Equal Employment Opportunity Office is the proponent for this policy. The point of contact is the EEO Manager at (254) 267–3602.

6. EXPIRATION: This policy memorandum supersedes all previous policies issued by the Garrison Commander and will remain in effect until superseded or rescinded.

JASON A. WESBROCK
COL, IN
Commanding

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