



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

AMIM-HMG-EE (RN 100)

11 July 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG-H Command Policy #5, Reasonable Accommodations (RA)

1. References:

a. AR 690-12, Army Equal Opportunity Programs, 6 February 2025.

b. Reference memorandum, SAMR-ZA, 17 March 2009, Subject: U.S. Army Procedures for Providing Reasonable Accommodations for Individuals with Disabilities.

2. It is the policy of USAG – Humphreys to provide reasonable accommodations for individuals with disabilities. Reasonable accommodations are defined as a change in the work environment or in the way things are customarily done that enables qualified individuals with a disability to enjoy equal employment opportunities.

3. RA procedures apply to all applicants for employment and employed civilians (appropriated and non-appropriated fund) serviced by the USAG-H Equal Employment Opportunity (EEO) Office.

4. Supervisors, managers, and employees will support the prompt, fair, and efficient processing of requests for accommodations. They will report all requests to the EEO Office.

5. The EEO Office oversees the RA Program and will coordinate, track, and monitor all accommodation requests, and provide information, advice, and training to managers and employees with respect to reasonable accommodations.

6. Point of contact is USAG Humphreys EEO Manager at DSN 315-755-9155.

Encl  
Reasonable Accommodation  
Process

  
KRISTIN E. STEINBRECHER  
COL, AD  
Commanding

DISTRIBUTION:

## Reasonable Accommodation Process

