DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON
BLDG 237, B AVENUE, P.O. Box 105021
FORT IRWIN, CA 92310-5000

AMIM-NTG-ZA 21 July 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #30 Reasonable Accommodation Procedures

1. PURPOSE: To define and establish the United States Army Garrison (USAG) procedures for providing reasonable accommodation.

2. APPLICABILITY: This policy letter applies to all USAG Fort Irwin DA Civilians and applicants.

3. EFFECTIVE DATE: Upon receipt.

4. REFERENCES:

a. Executive Order 13164, Establishing Procedures to Facilitate the Provision of Reasonable Accommodation, 20 October 2000.

b. Enforcement Guidance on Reasonable Accommodation and Undue Hardship under the ADA, 17 October 2002.

c. AR 690-12, Appendix C, Procedures for Providing Reasonable Accommodations for Individuals with Disabilities, 6 February 2025.

5. POLICY: It is the policy of the Government of the United States to provide reasonable accommodation (RA) to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship. This policy describes procedures for the reasonable accommodation process.

a. Employees will submit their request for reasonable accommodation to either their Director or the Fort Irwin Equal Employment Opportunity (EEO) Office with a copy furnished to their immediate supervisor for awareness. The Disability Program Manager (DPM) will review the request, assign a Log Number, and then forward the request back to the Director for further processing and decision.

b. The Director will work with the DPM, Agency Representative, and LMER where applicable, to process the request within 30 business days. The Director is responsible for conducting external research on accommodation options on the Job Accommodation Network (JAN) website at www.askjan.org as well as any other applicable research

venues where necessary to gain insight and understanding of the nature of the limitations expressed by the requestor.

c. If medical documentation is needed, the Director will work closely with the DPM and the requestor's supervisor to draft a Request for Medical Documentation. The Request will be reviewed by the Agency Representative and the DPM prior to issuance to the requestor. The Director will issue the Request Medical Documentation to the employee along with a Medical Inquiry Form, DD Form 2870, Disclosure of Medical or Dental Information, and the employee's Position Description. The requestor will give the request for medical documentation, Medical Inquiry Form, Position Description and DD Form 2870 to their licensed healthcare professional.

d. The time for processing the RA Request will be paused pending receipt of the requested medical documentation. The Director should discuss and approve interim accommodation with the requestor if needed.

e. Once the requested medical documentation has been received, the information may be reviewed for sufficiency by Occupational Health and the Agency Representative, as appropriate. The DPM will provide the documentation to submit the information to Occupational Health for review, once the Director requests the review.

f. After the information has been reviewed by Occupational Health, the Director will submit their completed decision to the DPM. The DPM will forward the reasonable accommodation packet with the draft decision to the Deputy Garrison Commander (DGC) for final review. After the DGC reviews the packet, the Director will submit their decision to the requestor, pending additional questions or considerations. The intent is to provide timely and effective processing of reasonable accommodations that support both the requestor and the interests of the agency.

6. The point of contact is the NTC and Fort Irwin EEO Office by telephone at 760-380-3778/4961.

STEVEN L. CHADWICK
COL, AR
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