



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

AMIM-NTG-ZA

22 June 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Fort Irwin 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.
3. EFFECTIVE DATE: Upon receipt.
4. REFERENCES:
 - a. AR 690-12, Appendix C, Procedures for Providing Reasonable Accommodations for Individuals with Disabilities, 22 December 2019.
 - b. Executive Order 13164, Establishing Procedures to Facilitate the Provision of Reasonable Accommodation, 20 October 2000.
 - c. Enforcement Guidance on Reasonable Accommodation and Undue Hardship under the ADA, 17 October 2002.
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 the Ft. Irwin 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 to the appropriate Garrison Directorate/Division Chief for a decision.
 - b. The Director/Division Chief will work with the DPM, Agency Legal, and CPAC 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

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applicable research venues where necessary to gain insight and understanding on 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 legal and the DPM prior to issuance to the requestor. The supervisor or Directorate will issue the medical documentation request 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 interim accommodations 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 legal as appropriate. The DPM will provide the documentation to submit the information to Occupational Health for 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.

5. Point of contact: USAG DA Civilians requesting a reasonable accommodation should contact the Fort Irwin EEO Office at 760-380-7339 and schedule an appointment.


LANE A. BOMAR
COL, AR
Commanding