



**DEPARTMENT OF THE ARMY**  
**JOINT BASE MYER – HENDERSON HALL**  
**204 LEE AVENUE**  
**FORT MYER, VIRGINIA 22211-1199**

REPLY TO  
ATTENTION OF

AMIM-MHG-EE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum EEO-3,  
Reasonable Accommodation for Individual with Disabilities

1. REFERENCES.

- a. U.S. Army Procedures for Providing Reasonable Accommodation for Individuals with Disabilities, 17 Mar 09.
- b. Americans with Disabilities Amendments Act of 2008.
- c. Executive Order (EO) 13164, Establishing Procedures to Facilitate the Provision of Reasonable Accommodation, 26 Jul 00.
- d. EEOC Enforcement Guidance: Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act, 17 Oct 02.
- e. American with Disabilities Act 1990.
- f. Rehabilitation Act of 1973, as amended.
- g. AR 600-7, Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of the Army, 15 Dec 83.
- h. 29 C.F.R. 1630, EEOC Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act, as Amended, 25 Mar 11.

2. PURPOSE. To provide guidance to Joint Base Myer-Henderson Hall employees and management officials on Army procedures for providing reasonable accommodation for individuals with disabilities.

3. APPLICABILITY. This policy applies to all JBM-HH appropriated or non-appropriated fund activities, their employees, and applicants for employment.

4. POLICY. I fully support the Army procedures for providing reasonable accommodation for individuals with disabilities. This policy ensures qualified individuals with disabilities are provided reasonable accommodation, except when such accommodation would cause undue hardship. These procedures are intended to support the prompt, fair, and efficient

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processing of requests for reasonable accommodation. I hold managers, supervisors, and employees responsible and accountable for complying with reasonable accommodation requirements of the Rehabilitation Act of 1973, as amended.

## 5. PROCEDURES.

a. Personnel will adhere to procedures outlined in the Army Procedures for Providing Reasonable Accommodation for Individuals with Disabilities. Organization officials must begin processing oral requests for reasonable accommodation immediately, even if the employee has not yet submitted a written confirmation. The organization will process requests for reasonable accommodation and provide accommodations, when appropriate, as soon as reasonably possible. The Decision Maker may be able to grant the request immediately. Absent extenuating circumstances, the requested accommodation should be granted, modified, or denied within 30 business days from the date the request is received. Proposed denials are to be routed through the Disability Program Manager (located at the Equal Employment Office (EEO)) and must include a legal review before a final decision is made to deny the request. Accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, or enjoying equal benefits and privileges of employment. Supervisors will make contact with the Disability Program Manager (DPM), EEO Office, upon receipt of a request for reasonable accommodation. The DPM is responsible for facilitating the process.

b. A copy of this policy will be posted on all official bulletin boards, official websites and made available upon request.

6. PROPONENT. The JBM-HH Equal Employment Opportunity Office is the proponent for this policy. Point-of-contact is the EEO Office at (703) 696-6258.

DAVID D. BOWLING  
COL, SF  
Commanding

DISTRIBUTION:

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