



DEPARTMENT OF THE ARMY
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER
PRESIDIO OF MONTEREY
MONTEREY, CALIFORNIA 93944-5000

ATZP-CDR

24 November 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #9 - Reasonable Accommodation for Individuals with Disabilities

1. REFERENCES:

- a. Rehabilitation Act of 1973, as amended.
- b. Equal Employment Opportunity Commission (EEOC), Management Directive 715, 23 October 2003.
- c. The Americans with Disability Act (ADA) Amendments Act of 1990 and ADA Act of 2008.

2. PURPOSE. To state the Defense Language Institute Foreign Language Center (DLIFLC), Presidio of Monterey's (POM) commitment to full compliance with the requirements of the Rehabilitation Act of 1973, as amended. Under the law, Federal agencies must provide Reasonable Accommodations (RA) to qualified employees or applicants with disabilities, unless to do so would cause an undue hardship.

3. APPLICABILITY. An individual with a disability may request RA at any time during the application process or during the period of employment. An individual with a disability should request RA when he/she knows that there is a workplace barrier that is preventing them, due to a disability, from effectively competing for a position, performing a job or gaining equal access to a benefit of employment. As a practical matter, it may be in an employee's interest to request RA before performance suffers or conduct problems occur.

4. PROPONENT. The proponent for this policy is the Equal Employment Opportunity (EEO) Office, (831) 242-5105. This policy supersedes the previous policy memorandum on this subject, dated 12 July 2016.

5. The DLIFLC & POM managers and supervisors are expected to expeditiously process requests for RA made by employees and applicants for employment. The U.S. Army Procedures for Providing RA for Individuals with Disabilities is available at the EEO website under the following direct link:

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http://monterey.army.mil/EEO/inc/DA_Reasonable_Accomodation_Policy.pdf

6. This policy will be brought to the attention of all DLIFLC & POM personnel.



GARY M. HAUSMAN
COL, MI
Commanding

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