MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 4, Reasonable Accommodation (RA) for Individuals with Disabilities

1. References:

2. Purpose: To state the United States Army Garrison, Presidio of Monterey’s (USAG 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, IMPM-EE, (831) 242-6514. This policy supersedes the previous command policy on this subject, dated 17 April 2017.

5. I expect USAG 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: http://www.monterey.army.mil/EEO/inc/DA_Reasonable_Accomodation_Policy.pdf.
IMPM-EO
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6. Supervisors will ensure all personnel are aware of this policy. A copy of this memorandum will be posted on the POM EEO website and on all official bulletin boards in compliance with 29 C.F.R. §1614.102(b)(4).

GREGORY J. FORD
COL, MI
Commanding

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