



**DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS U.S. ARMY GARRISON
2218 6TH AVENUE
FORT NOVOSEL AL 36362-1100**

GC Policy Memo 24-37
23 MAY 2024

AMIM-NOG-EE (690-12a)

MEMORANDUM FOR U.S. Army Garrison, Fort Novosel, Alabama 36362-1100

SUBJECT: Commander's Policy on the Affirmative Employment Program and Reasonable Accommodations including the Pregnant Workers Fairness Act

1. As a model employer, my goal is to have an inclusive workforce which reflects our nation's vast diversity. To accomplish this goal, the Affirmative Employment Program is designed to identify and remove any remaining barriers to achieving and maintaining a highly qualified, diverse, and representative workforce.
2. I expect all leaders, managers, and supervisors to be responsible for the successful implementation and attainment of this goal. We must work together to identify and eliminate barriers from the work environment so that qualified applicants and employees are free to compete for job opportunities and fully take part in career development opportunities.
3. As a part of my commitment to a diverse workforce, I fully support providing qualified individuals with disabilities a reasonable accommodation to perform the essential functions of their job. Supervisors will engage in an interactive process with their employees to determine the best accommodation to meet the employee's specific needs. Reasonable accommodations will be granted to qualified employees or applicants with disabilities, unless doing so would create an undue hardship to the employing or hiring organization.
4. The Pregnant Workers Fairness Act provides for reasonable accommodations, to include removing one or more essential functions of a position, when a disability exists because of pregnancy. It is incumbent for supervisors to engage in the interactive process and provide temporary accommodation to those workers covered by this act.
5. Procedures for processing requests for reasonable accommodations may be obtained by contacting the Equal Employment Opportunity Office at 334-255-9219.
6. This memorandum supersedes Policy Memo 23-37, dated 28 June 2023, and will remain in effect until changed or formally rescinded.

A handwritten signature in black ink, appearing to read "J. P. Miller", with a stylized flourish at the end.

JOHN P. MILLER
COL, AV
Garrison Commander