



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON OKINAWA  
UNIT 35114  
APO AP 96376-5114

COMMAND POLICY  
690-4

AMIM-JNO-GEE (690-12a)

3 August 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Reasonable Accommodation (RA) Policy for Individuals with Disabilities

1. REFERENCES:

- a. The Rehabilitation Act of 1973, as amended, Title 29 U.S.C. § 791 et seq.
- b. Americans with Disabilities Act of 1990, Title 42 U.S.C. § 12101, et seq.
- c. Army Regulation (AR) 690-12 (Equal Employment Opportunity and Diversity).
- d. Executive Order 13164 (Requiring Federal Agencies to Establish Procedures to Facilitate the Provision of Reasonable Accommodation).

2. PURPOSE. To establish the Commander's policy on reasonable accommodation.

3. POLICY.

a. I am fully committed to ensuring all U.S. Army employees in US Army Garrison (USAG) Okinawa and applicants for employment have full access to Equal Employment Opportunity (EEO), including individuals with disabilities. It is our responsibility under the law to provide reasonable accommodations to employees and applicants with qualified disabilities in accordance with (IAW) the reference above para 1.a., unless to do so would cause undue hardship to the organization.

b. This RA policy applies to all applicants for employment and civilians of appropriated and non-appropriated fund, serviced by the USAG Okinawa. A reasonable accommodation is a change in the work environment or in the way things are customarily done that would enable an individual with a qualified disability to enjoy EEO. I hold all leaders and employees responsible and accountable for complying with RA laws and regulations.

c. Individuals with a disability who believe they need a reasonable accommodation to accomplish their duties may start the process by making an oral or written request for an accommodation with their supervisor or manager, USAG Okinawa EEO office, the Civilian Personnel Advisory Center (CPAC) or Disability Program Manager (DPM); and,

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for an applicant, any Army employee with whom the applicant has contact with in connection with the application process. A request for accommodation may be made at any time. Supervisors will coordinate with the DPM, CPAC, and Staff Judge Advocate or Labor Attorney upon receipt of a request for reasonable accommodation to ensure accountability is maintained IAW the reference of para.1.c. (Encl).

d. I expect managers and supervisors to process requests for reasonable accommodations in a prompt, fair and efficient manner, IAW applicable laws and regulations by engaging with the requestor in an “interactive process” to help resolve the reasonable accommodations issue.

e. Managers and supervisors will grant or modify reasonable accommodation requests within the limits prescribed by the Army RA Procedures. Decision makers must coordinate with the DPM prior to recommending denial of a request for accommodation or recommending denial of the type of accommodation requested. Recommendations for denials of requests for reasonable accommodations will be in writing with the specified reasons for denial. The proposed denial must also receive a legal review by the supporting legal office.

4. I direct the posting of this memorandum on all appropriate official bulletin boards.

5. The proponent for this command policy is the EEO Office, USAG Okinawa at (315) 652-4045 or 5105.

6. This command policy supersedes USAG Okinawa Command Policy 690-4, 27 July 2020 and will remain in effect until superseded or rescinded.

Encl  
AR 690-12, Appendix C

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RYAN S. GLADDING  
LTC, PO  
Commanding

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