



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

IMPO-EE

FEB 25 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #10 – Reasonable Accommodation of Individuals with Disabilities

1. References.

- a. Americans with Disabilities Act of 1990 and the Americans with Disabilities Amendments Act of 2008.
- b. Rehabilitation Act of 1973.
- c. Army Regulation (AR) 600-7, Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of the Army, 15 December 1983.
- d. AR 690-12, Equal Employment Opportunity and Diversity, 22 December 2016.

2. I fully support the Army's procedures for providing reasonable accommodation of individuals with disabilities (IWD). This policy serves to notify appropriated fund employees, non-appropriated fund employees and applicants for employment of my expectations as the Garrison Commander.

3. Qualified individuals with a disability will be provided reasonable accommodation in accordance with the law and Army policy, except when such accommodation would cause an undue hardship. Requests for accommodation will be made to first line supervisors, who will notify the EEO office in a prompt manner.

4. The procedures outlined in the Army's Procedures for Providing Reasonable Accommodation for IWD will be adhered to. Additionally, first line supervisors are strongly encouraged to use the templates contained in the Supervisory RA Interactive Process Guide (Appendix D of IMCOM Supplement 1 to AR 690-12) to document each step of the process. All requests for accommodation will be reported to the Disability Program Manager within the EEO office either by the supervisor receiving the request, or by the requesting employee. Employees do not have to file an EEO complaint in order to request accommodation of a disability. Any denials of accommodation will be done in writing, and supervisors will notify the EEO DPM and labor attorney prior to issuing a denial. I hold supervisors, managers and the requesting employees

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responsible for complying with the requirements of the policy and the Rehabilitation Act
of 1973, as amended.

5. The EEO Office will be responsible for convening the Reasonable Accommodation
Advisory Team as needed, to assist supervisors and managers with complicated
request for accommodation.

6. This policy will be posted in areas that house civilian employees, and applicants for
employment.

7. Proponent. The Equal Employment Opportunity Office is the proponent for this
policy.

8. This policy will remain in effect until superseded or rescinded.



RYAN K. ROSEBERRY
COL, MI
Commanding

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