



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09154-0401

AMIM-SGG-EE

11 June 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Stuttgart Command Policy Letter #30, Reasonable Accommodation for Individuals with Disabilities

1. This memorandum establishes and defines the USAG Stuttgart Reasonable Accommodation Policy for Individuals with Disabilities. This policy applies to all appropriated and non-appropriated fund civilian employees in the Stuttgart Military Community who are serviced by the USAG Stuttgart Equal Employment Opportunity (EEO) Office.
2. The USAG Stuttgart EEO Office is committed to assisting supervisors and managers in providing reasonable accommodations to qualified employees and applicants with disabilities to ensure that all individuals have full access to equal employment opportunities. A reasonable accommodation is a modification to the work environment that enables a qualified individual with a disability to fully perform the essential functions of the job.
3. Army procedures for providing reasonable accommodation are set forth in Army Regulation 690-12, Equal Employment Opportunity and Diversity, Appendix C. All requests for accommodation will be processed in accordance with the applicable regulatory requirements. An employee or applicant with a disability who requires a reasonable accommodation should begin the process by making an oral or written request to management that describes the necessary change or modification. Those requesting accommodation may use the standardized request form, obtainable through management or the USAG Stuttgart EEO Office. Upon receipt of a written request, managers will forward the request to the Disability Program Manager (DPM), located within the EEO Office, and engage in an interactive process with the employee to determine what modifications or changes may be required.
4. The DPM and the EEO Office are prepared to advise employees, applicants, and managers about the reasonable accommodation process. For assistance or questions about the EEO process, or to request EEO training for your activity, please contact the USAG Stuttgart EEO Office at DSN: 314-596-3355 or Commercial: 49 (0) 9641.70.596.3355, or e-mail at usarmy.stuttgart.id-europe.mbx.eeo@mail.mil.

A handwritten signature in black ink, appearing to read "MATTHEW T. ZIGLAR".

MATTHEW T. ZIGLAR
COL, CA
Commanding

DISTRIBUTION
Directors, USAG Stuttgart