



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD
14000 MSCOE LOOP, SUITE 120
FORT LEONARD WOOD, MO 65473

AMIM-LDG-ZA (1ff)

MEMORANDUM FOR All U.S. Army Garrison Personnel

SUBJECT: Garrison Policy 33, Reasonable Accommodations

1. References:

- a. Title VII of the Civil Rights Act of 1964, as amended.
- b. The Rehabilitation Act of 1973, as amended.
- c. Title 29 of the Code of Federal Regulations (CFR), as amended.
- d. The Americans with Disabilities Act of 1990, Titles I and V, as amended, 18 July 2016.
- e. Army Regulation 690-12 (Equal Employment Opportunity and Diversity), 12 December 2019.
- f. Equal Employment Opportunity (EEO) Reasonable Accommodation (RA) Standard Operating Procedure (SOP) 1.

2. Purpose: To provide guidance and standards for processing requests for Reasonable Accommodations.

3. Applicability: This policy applies to all personnel assigned to or under the operational control of, applicant for employment with, and former employees of the U.S. Army Garrison, Fort Leonard Wood.

4. U.S. Army Garrison, Fort Leonard Wood (IMCOM) will fully comply with the reasonable accommodation requirements of a. Title VII of the Civil Rights Act of 1964, as amended, and Title 29 of the Code of Federal Regulations (CFR), as amended. Under the law, Federal agencies must provide Reasonable Accommodations for Individuals with Disabilities and Individuals unless to do so would cause undue hardship to the employing or hiring organization and Reasonable Accommodations religious practices or beliefs that may require an accommodation unless doing so would cause more than a minimal burden on the operations of the agency's business.

IMLD-LDG-ZA (1ff)

SUBJECT: Garrison Policy 33, Reasonable Accommodations

5. I expect all commanders and management officials to expeditiously process requests for reasonable accommodation made by employees and applicants for employment IAW AR 690-12 and FLW EEO Reasonable Accommodation SOP 1. Managers are required to engage in an "interactive process" with the individual to determine whether an accommodation is appropriate.

6. Commanders and management officials must ensure that individuals with disabilities are afforded every opportunity to compete for employment, awards, and advancements. Special authorities exist to expedite hiring veterans and individuals with disabilities and, where appropriate, they will be utilized to the greatest extent.

a. I fully expect all employees to create and maintain an environment where everyone is treated in a professional manner with the dignity and respect we all are entitled to as we accomplish the important mission we have before us.

b. Post this policy on all official bulletin boards and websites, and made available upon request.

7. This policy supersedes any previous policies and is in effect until superseded or rescinded.

8. The point of contact for this command policy is the Equal Employment Opportunity Office at 573-596-5600.



JEFFREY O. PAINE
COL, AR
Commanding