DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON
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FORT LEONARD WOOD, MISSOURI 65473-8300

AMIM-LDG-EE (1ff)

JUL 08 2026

MEMORANDUM FOR All U.S. Army Garrison Personnel

SUBJECT: Garrison Policy 6 - Reasonable Accommodations

1. PURPOSE: To provide guidance and standards in processing requests for reasonable accommodations for personnel assigned and attached to U.S. Army Garrison (USAG), Fort Leonard Wood (FLW).

2. 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. The Pregnant Workers Fairness Act (PWFA), 27 June 2023.

f. Age Discrimination in Employment Act (ADEA) of 1967, as amended.

g. Army Regulation (AR) 600-7 (Unlawful Discrimination on the Basis of Disability in Programs and Activities), 6 February 2025.

h. AR 690-12 (Equal Opportunity Program), 6 February 2025.

i. Equal Employment Opportunity (EEO) Reasonable Accommodation (RA) Standard Operating Procedure (SOP).

3. APPLICABILITY: This policy applies to all personnel assigned to or under the operational control of and applicant(s) for employment with the USAG, FLW.

4. POLICY: U.S. Army Garrison, Fort Leonard Wood will fully comply with the reasonable accommodation requirements of 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:

a. Individuals With Disabilities (IWD), unless to do so would cause undue hardship to the employing or hiring organization.

b. The use of a service animal is authorized on Fort Leonard Wood through the reasonable accommodation process. Service animals are working animals, not pets. Any employee who requires the use of a service animal must also have an approved reasonable accommodation in accordance with the Army's policies and procedures.

c. Religious practices or beliefs that may require a reasonable accommodation, unless doing so would cause a burden that is substantial in the overall context of the employer's business.

d. Pregnant workers, the Pregnant Workers Fairness Act provides reasonable accommodation, to include removing one or more essential functions of a position, for employees who have a known limitation due to pregnancy, childbirth, or related medical conditions. It is incumbent for supervisors to engage in the interactive process and provide temporary accommodation to those workers covered by this act.

5. RESPONSIBILITIES: The request for a reasonable accommodation begins with an interactive and flexible discussion between the requester and the supervisor. Requested accommodation should be granted, modified, or denied within **30 business days** from the date the decision-maker receives the initial request. With no fixed expiration dates, reasonable accommodations are subject to a continuous evaluation based on the employee's disability, medical condition, and job requirements.

a. I expect all commanders and management officials to expeditiously process requests for reasonable accommodations made by employees and applicants for employment IAW AR 600-7, AR 690-12 and the FLW EEO Reasonable Accommodation SOP.

b. The Disability Program Manager (DPM) will coordinate with FLW commanders/directors to ensure inquiries and requests for RA are conducted within prescribed timelines. If needed, the DPM will coordinate with the servicing SJA office prior to providing a decision-maker with any recommendations in connection with a request for accommodation.

c. The decision-maker for all reasonable accommodation requests is the head of the directorate, or appointed designee. The decision-maker should consider providing an interim accommodation until medical documentation is received and a final decision is made on a reasonable accommodation. A decision-maker can propose alternative

accommodations that are equally reasonable and effective, or the employer must show undue hardship for denying a request for a reasonable accommodation.

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

e. 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. Post this policy on all official bulletin boards and websites and make available upon request.

6. Reassignment is the accommodation of last resort and is available only to employees, not applicants. Supervisors/decision-makers will consider a reassignment only if no reasonable accommodations are available to enable the individual to perform the essential functions of his/her current position, or if the only effective accommodation would cause undue hardship.

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 573-596-0602 or usarmy.leonardwood.id-training.mbx.usag-flw-eeo@army.mil can be used to contact by email.

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COL, LG
Commanding