



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON YONGSAN - CASEY
UNIT #15333
APO AP 96205-5333

AMIM-YNG-ZA

29 May 2024

UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER # 4

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Reasonable Accommodation (RA)

1. References:

a. 29 U.S.C. 791, Employment of Individuals with Disabilities, 26 September 1973.

b. Reference memorandum, SAMR-ZA, 17 March 2009, Subject: US Army Procedures for Providing Reasonable Accommodation for Individuals with Disabilities.

2. It is the policy of USAG Camp Yongsan-Casey to provide reasonable accommodations for individuals with disabilities. Reasonable accommodation is defined as a change in the work environment or in the way things are customarily done that enables qualified individuals with a disability to enjoy equal employment opportunities.

3. RA procedures apply to all applicants for employment and employed civilians (appropriated and non-appropriated fund) serviced by the USAG Yongsan-Casey Equal Employment Opportunity (EEO) Office.

4. Supervisors, managers, and employees will support the prompt, fair, and efficient processing of requests for accommodations. They will report all requests to the EEO Office.

5. The EEO Office oversees the RA Program and will coordinate, track, and monitor all RA requests, and provide information, advice, and training to managers and employees with respect to reasonable accommodations.

6. Point of contact is the USAG Yongsan-Casey EEO Director at (315) 722-4041.

Encl
Reasonable Accommodation
Process

A handwritten signature in black ink, appearing to read "E. Cho".

EDWARD H. CHO
COL, LG
Commanding

Reasonable Accommodation Process

