



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

IMYN-ZA

09 OCT. 2018.

**UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER # 11**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Reasonable Accommodations Requests and Procedures for Individuals with Disabilities

1. **REFERENCES:** Executive Order (EO) 13164, "Establishing Procedures to Facilitate the Provision of Reasonable Accommodation," 26 July 2000, requiring Federal agencies to establish written procedures for processing requests for reasonable accommodations. The EO also clarifies the requirement of the Rehabilitation Act of 1973 requiring agencies to provide reasonable accommodation to qualified employees and applicants for employment, (hereafter "requestor") with disabilities and provides a step-by-step explanation of the reasonable accommodation process. The EO allows each agency to design procedures that best suit its organizational needs, but requires that the basic guidelines of the EO be part of the procedures.

2. **PURPOSE:** This document provides guidance for submitting and processing requests for reasonable accommodations for individuals with disabilities. This policy is applicable to civilian employees and applicants for employment. This document outlines the roles and responsibilities of supervisors, civilian employees, and applicants for employment who submit reasonable accommodation requests. The objectives of this document are to:

a. Establish procedures to support the prompt, fair, and efficient processing of requests for reasonable accommodation.

b. Ensure employees and applicants for employment have full access to equal employment opportunities regardless of mental or physical disability.

c. Ensure representatives, i.e., family members, healthcare professionals are provided with a venue to request reasonable accommodations on behalf of employees and applicants for employment.

d. Ensure supervisors of civilian employees comply with the provisions of the Americans with Disabilities Act Amendments Act (Public Law 110-325) (ADAAA), effective 1 January 2009, amending the ADA of 1990 and the Rehabilitation Act, and expanding the definition of the term "disability."

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e. Ensures leaders at all levels promote and provide the necessary resources for the reasonable accommodation process.

3. **APPLICABILITY:** These procedures apply to all Department of the Army appropriated or non-appropriated fund activities, their employees, and applicants for employment within the purview of USAG Yongsan-Casey. These procedures do not apply to uniformed members of the military, persons employed or applying for positions in the Army and Air Force Exchange (AAFES) System, Army National Guard technicians, uniformed members of the military working part-time for non-appropriated fund activities or AAFES. It also does not apply to non U.S. citizens.

4. "Qualified individual with a disability" refers to disabled individuals who meet the job-related skill, experience and education requirements, and who, with or without reasonable accommodation (s), can perform the essential functions of the position held or desired. Individuals with disabilities are those who have a physical or mental impairment that substantially limits one or more major life activities, a history of such an impairment, or is regarded as having such impairment. The term "essential functions" means the fundamental job duties of the employment position that the individual with disability holds or desires.

5. The use of reasonable accommodation(s) removes workplace barriers that would otherwise prevent qualified individuals with disabilities from competing for jobs or gaining access to the benefit of employment. USAG Yongsan-Casey supports the use of reasonable accommodations(s) in the workplace, especially the employment of individuals with disabilities.

6. Managers and supervisors will be trained annually on their responsibilities and the procedures for reasonable accommodation. Executive Order 13164 requires all Federal Agencies to establish procedures on handling request for reasonable accommodations(s). USAG Yongsan-Casey established the following procedures:

7. **PROCESS:** The reasonable accommodation process begins as soon as the request for accommodation is made. If a verbal request is made processing should begin immediately, even if written confirmation has not been provided by the person desiring the reasonable accommodation. It is strongly recommended that the requestor complete the Request for Reasonable Accommodation form (Form 51-1), in order to document a verbal request or to initiate a written request to his/her supervisor.

8. A reasonable accommodation request should be submitted to the first-line supervisor or alternatively to an EEO official by the requestor. The requestor should include proper medical documentation to facilitate timely and efficient processing of the reasonable accommodation request. When a request for reasonable accommodation is submitted

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to the first-line supervisor, the supervisor will forward a copy of the request to EEO for review and issuance of a tracking number and suspense date for a decision on the request. EEO will assign the reasonable accommodation request a control number and return the reasonable accommodation request to the immediate supervisor within one business day (24 hours) of receipt for processing.

9. Supervisors must engage in the interactive communications process with the employee, assess the essential job functions, and request pertinent medical documentation, if appropriate. If the immediate supervisor cannot approve the request, he/she must forward, within five (5) business days from the date of receipt to the second-level supervisor in the requestor's chain of supervision for review and approval/disapproval.

10. If the reasonable accommodation request requires a medical review by Occupational Health, the EEO Office will forward the Medical Employability Package received from the supervisor to Occupational Health Office. The package will include the following:

- a. Medical Employability Case Transmittal Form
- b. A written list of concerns/issues
- c. Signed and completed Authorization for Disclosure of Information Release
- d. Copies of all relevant medical records
- e. Position Description and Essential Functions for the position
- f. Documentation of agency communications with the requesting employee
- g. Copies of Department of Labor Forms CA1 or CA2, when applicable

11. The maximum time for processing and providing reasonable accommodation decisions to an applicant or employee shall not exceed thirty (30) business days from the date of USAG Yongsan-Casey's receipt of the written request, absent any "extenuating circumstances." For clarification purposes, "extenuating circumstance" are unforeseen or unavoidable events or factors that could not reasonably have been anticipated or avoided that prevent the prompt processing and delivery of an accommodation decision. Some examples of extenuating circumstances may include:

- a. Waiting for a response to a request for medical information

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- b. Purchase of equipment
- c. Equipment ordered may be back-ordered
- d. Removal of architectural barriers

12. If the USAG Yongsan-Casey EEO Office does not receive notification that the request has been either approved or disapproved, within fourteen (14) business days, the USAG Yongsan-Casey EEO will contact the supervisor on behalf of the employee to determine disposition.

13. If the supervisor cannot approve accommodation(s), he/she will consult directly with the USAG Yongsan-Casey EEO Office prior to denying a request for accommodation or the particular accommodation request. Legal reviews must be conducted for all proposed denials of a reasonable accommodation or the particular accommodation requested.

14. Point of contact is the USAG Yongsan-Casey, EEO Manager, Mr. Adam Morrison at DSN: 315-730-3922 or commercial: 0503-330-3922 or email: adam.l.morrison.civ@mail.mil.



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