



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

IMHM-EE

1 August 2012

MEMORANDUM FOR DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys Policy Letter #9, Reasonable Accommodation for Individuals with Disabilities

1. The proponency for this policy is the Equal Employment Opportunity Office.
2. This policy is effective immediately. It remains in effect until rescinded or superseded.
3. References.
 - a. The Rehabilitation Act of 1973, as amended
 - b. EEOC Policy Guidance on Executive Order 13164; Establishing Procedures to Facilitate the Provision of Accommodations, 20 Oct 00
 - c. EEOC Management Directive 715, 1 Oct 03
 - d. US Army, Procedures for Providing Reasonable Accommodation for Individuals with Disabilities, 17 Mar 09
4. This policy applies to United States Army Garrison Humphreys activities employing US civilian employees.
5. I am committed to the fair and equal employment of individuals with disabilities. Reasonable accommodation is the key to this non-discrimination policy. While many individuals with disabilities can work without an accommodation, other qualified applicants and employees may face barriers to employment without the accommodation process.
6. The Rehabilitation Act of 1973, as amended requires employers to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship. An accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities. The Equal Employment Opportunity Commission identifies the following as "reasonable accommodations":

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a. Modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for the position such qualified applicant desires; or

b. Modifications or adjustments to the work environment, or the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position; or

c. Modifications or adjustments that enable a covered entity's employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by its other similarly situated employees with disabilities.

7. An employee or applicant with a disability who requires a reasonable accommodation should begin the process by submitting a request to management that outlines the change or modification that is necessary. Managers will document the request for reasonable accommodation and engage in an interactive process with the employee to determine what modifications or changes are required.

8. Reasonable accommodation allows an employee with a disability an equal opportunity to enjoy the benefits and privileges of employment that employees without disabilities enjoy and meet the needs of the individual. The Equal Employment Opportunity Office and the Civilian Personnel Advisory Center are prepared to advise employees, applicants, and managers concerning internal guidance on the reasonable accommodation process.

9. This policy memorandum will be issued to new employees during New Employee Orientation training, newly appointed supervisors, and permanently posted on all official bulletin boards.

10. Point of contact is USAG Humphreys EEO Manager, DSN 753-6753.



DARIN S. KONKRIGHT

COL, SF
Commanding

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