



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK  
6661 WARRIOR TRAIL, BLDG 350  
FORT POLK, LOUISIANA 71459-5339

IMPO-EE

JUL 18 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum # 7 – Reasonable Accommodation of Individuals with Disabilities

1. References.

- a. Americans with Disabilities Act of 1990 and the Americans with Disabilities Amendments Act of 2008.
- b. Rehabilitation Act of 1973.
- c. US Army Procedures for Providing Reasonable Accommodation of Individuals with Disabilities, 17 March 2009.
- d. Army Regulation (AR) 600-7, Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of the Army, 15 December 1983.
- e. AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988.
- f. Installation Management Command Supplement 1 to AR 690-12, Equal Employment Opportunity and Affirmative Action, 31 March 2011.

2. I fully support the Army's procedures for providing reasonable accommodation of individuals with disabilities (IWD). This policy serves to notify appropriated fund employees, non-appropriated fund employees and applicants for employment of my expectations as the Garrison Commander.

3. Qualified individuals with a disability will be provided reasonable accommodation in accordance with the law and Army policy, except when such accommodation would cause an undue hardship. Requests for accommodation will be made to first line supervisors, who will notify the EEO office in a prompt manner.

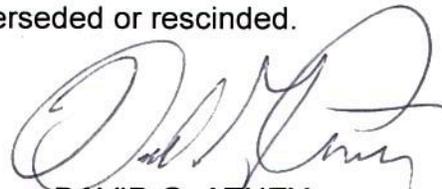
4. The procedures outlined in the Army's Procedures for Providing Reasonable Accommodation for IWD will be adhered to. Additionally, first line supervisors are strongly encouraged to use the templates contained in the Supervisory RA Interactive Process Guide (Appendix D of IMCOM Supplement 1 to AR 690-12) to document each

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step of the process. All requests for accommodation will be reported to the Disability Program Manager within the EEO office either by the supervisor receiving the request, or by the requesting employee. Employees do not have to file an EEO complaint in order to request accommodation of a disability. Any denials of accommodation will be done in writing, and supervisors will notify the EEO DPM and labor attorney prior to issuing a denial. I hold supervisors, managers and the requesting employees responsible for complying with the requirements of the policy and the Rehabilitation Act of 1973, as amended.

5. The EEO Office will be responsible for convening the Reasonable Accommodation Advisory Team as needed, to assist supervisors and managers with complicated request for accommodation.
6. This policy will be posted in areas that house civilian employees, applicants for employment, and contract workers.
7. Proponent. The Equal Employment Opportunity Office is the proponent for this policy.
8. This policy will remain in effect until superseded or rescinded.



DAVID G. ATHEY  
COL, AR  
Commanding

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