



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BRAGG
2175 REILLY ROAD, STOP A
FORT BRAGG NORTH CAROLINA 28310-5000

IMSE-BRG-EEO

20 OCT 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Command Policy #11 - Reasonable Accommodation for Individuals with Disabilities

1. References:

- a. U.S. Army Procedures for Providing Reasonable Accommodation for Individuals with Disabilities, 17 March 2009.
- b. Americans with Disabilities Amendments Act of 2008.
- c. Executive Order (EO) 13164, "Establishing Procedures to Facilitate the Provision of Reasonable Accommodation," dated 26 July 2000.
- d. EEOC Enforcement Guidance: Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act, October 17, 2002.
- e. American with Disabilities Act 1990.
- f. Rehabilitation Act of 1973, as amended.
- g. 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.

2. This policy applies to appropriated or non-appropriated fund activities, their employees, and applicants for employment assigned to the Installation Management Command, Headquarters, US Army Garrison Command, Fort Bragg, North Carolina. These requirements cover applicants employed in part-time, temporary, term, and full-time positions.

3. I fully support the Army procedures for providing reasonable accommodation for individuals with disabilities. This policy ensures qualified individuals with disabilities are provided a reasonable accommodation, except when such accommodation would cause an undue hardship. These procedures are intended to support the prompt, fair, and efficient processing of requests for reasonable accommodation. I hold managers, supervisors, and employees responsible and accountable for complying with reasonable accommodation requirements of the Rehabilitation Act of 1973, as amended.

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SUBJECT: Garrison Command Policy #11 - Reasonable Accommodation for Individuals with Disabilities

4. Procedures outlined in the "Army Procedures for Providing Reasonable Accommodation for Individuals with Disabilities" will be adhered to. Agency officials must begin processing oral requests for reasonable accommodation immediately, even if the employee has not yet submitted a written confirmation. Accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, or enjoying equal benefits and privileges of employment. Supervisors will make contact with the Disability Program Manager (DPM), Garrison Equal Employment Office (EEO), upon receipt of a request for reasonable accommodation. The DPM is responsible for facilitating the process.
5. The duty to provide an effective reasonable accommodation is a fundamental statutory requirement because of the nature of discrimination faced by individuals with disabilities. Although individuals with disabilities can apply for and perform jobs without a reasonable accommodation, there are workplace barriers that keep others from performing jobs which they could do with some form of accommodation. Reasonable accommodation removes workplace barriers for individuals with disabilities.
6. An individual whose request for accommodation has been denied may file an EEO complaint in accordance with AR 690-600. An employee whose request for accommodation has been denied, and who is covered by a collective bargaining agreement, may elect to file a claim of discrimination under a negotiated grievance procedure which covers such claims or through the EEO complaint process, but not both. When filing an EEO complaint, an employee may request to use the Alternate Dispute Resolution process at any stage within the EEO complaint process.
7. This policy memorandum will be issued to new employees during the New Employee Orientation training. It will also be issued to newly appointed supervisors and permanently posted on official bulletin boards.
8. The point of contact for this policy is the Garrison EEO, (910) 396-5214.


STEPHEN J. SICINSKI
COL, CA
Commanding

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Special (Electronic Media Only)