



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
1759 LEWIS ROAD, SUITE 210
MONTEREY, CA 93944-3223

REPLY TO
ATTENTION OF

IMWE-POM-ZA

DEC 28 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #5, Reasonable Accommodation (RA) for Individuals with Disabilities

1. References:

- a. Rehabilitation Act of 1973, as amended.
- b. Equal Employment Opportunity Commission (EEOC), Management Directive 715.
- c. The Americans with Disabilities Act (ADA) Amendments Act of 1990 and ADA Act of 2008.

2. Purpose: The United States Army Garrison, Presidio of Monterey (USAG, POM) and tenant agencies fully comply with the Reasonable Accommodation requirements of the Rehabilitation Act of 1973, as amended. Under the law, Federal agencies must provide RA to qualified employees or applicants with disabilities, unless to do so would cause an undue hardship.

3. Applicability: An individual with a disability may request RA at any time during the application process or during the period of employment. An individual with a disability should request RA when they know that there is a workplace barrier that is preventing them, due to a disability, from effectively competing for a position, performing a job or gaining equal access to a benefit of employment. As a practical matter, it may be in an employee's interest to request RA before performance suffers or conduct problems occur.

4. Proponent: The proponent for this policy is the Equal Employment Opportunity (EEO) Office, IMWE-POM-EEO, at (831) 242-5105.

5. USAG, POM managers and supervisors are expected to expeditiously process requests for RA made by employees and applicants for employment. The U.S. Army procedure for providing RA for Individuals with Disabilities is available at the EEO website under the following direct link: www.monterey.army.mil/EEO/inc/DA_Reasonable_Accomodation_Policy.pdf

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6. This policy will be brought to the attention of all USAG, POM personnel and tenant activities. A copy of this memorandum will be posted on the EEO website and on all official bulletin boards in compliance with 29 C.F.R. §1614.102(b)(6).



JOEL J. CLARK
COL, SF
Commanding

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