



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON  
4551 LLEWELLYN AVENUE, SUITE 5000  
FORT GEORGE G. MEADE, MARYLAND 20755-5000

REPLY TO  
ATTENTION OF:

IMNE-MEA-EEO

03 FEB 2012

MEMORANDUM FOR All Garrison Directorates

SUBJECT: Fort George G. Meade Policy Memorandum # 2, Reasonable Accommodation Policy

1. Reference. Equal Employment Opportunity Commission, Management Directive 715, Model Agency Title VII and Rehabilitation Act Programs, Part V., 25 August 2003.

2. Purpose. To establish policy on providing reasonable accommodations to qualified employees or applicants with disabilities, unless doing so would cause an undue hardship.

a. Establish a procedure that will support the prompt, fair, and efficient processing of requests for reasonable accommodation.

b. Increase awareness of the responsibility to provide for the expansion of opportunities for individuals with disabilities.

c. Ensure that civilian and military managers and supervisors comply with the provisions of the Rehabilitation Act of 1973, as amended.

d. Establish a standard procedure to capture data for reporting disability related actions to higher headquarters.

3. Applicability. This policy applies to all Departments of the Army (DA) civilian personnel assigned to and/or under the operational control of this Command.

4. Policy. All Garrison personnel are expected to comply with the reasonable accommodation requirements of the Rehabilitation Act of 1973. Reasonable accommodations will be provided to qualified employees or applicants with disabilities, unless doing so would cause an undue hardship.

a. A request for reasonable accommodation is a statement that an individual needs an adjustment or change at work, in the application process, or in a benefit or privilege of employment for a reason related to a disability. The reasonable accommodation process begins as soon as the request for accommodation is made.

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b. The servicing Garrison Equal Employment Opportunity (EEO) Office is responsible for maintaining records of all requests for reasonable accommodation. The Garrison EEO Office will maintain accurate records, and all Garrison organizations are required to forward reasonable accommodation information to the Garrison EEO Office.

c. This policy is effective for 2 years from the published date.

5. Guidelines:

a. It is the responsibility of the employee or applicant to inform the employer that an accommodation is required to perform the essential functions of the job. The requestor does not have to use specific words such as "reasonable accommodation, disability, or Rehabilitation Act." The request may be oral or in writing and may be from the individual or from another individual acting on their behalf, such as a supervisor, a health professional, or a family member. Requests for accommodation may include providing job restructuring, leave, modified or part-time work schedule, modified work place policies, reassignments, or equipment.

b. Processing Accommodation Requests. Oral or written requests for accommodation will be handled in the following manner:

(1) Applicants will be handled by the personnel management specialist responsible for the recruitment and/or selection action. The Chief, Civilian Personnel Advisory Center (CPAC) will provide a final decision within the time-frame outlined in paragraph c.

(2) Garrison employees will be handled by the immediate supervisor, unless the request is one which should be elevated to a higher level such as those involving personnel actions, accessible parking, building modifications, etc. The organization director will provide a final decision within the time-frame outlined in paragraph c.

(3) Request for adaptive equipment including information technology and communications equipment, or specially designed furniture and other assistive technology, will be handled by the immediate supervisor and coordinated with the Office of Information Management and the Computer/Electronic Accommodation Program (CAP). The organization director in collaboration with the Director of Information Management (DOIM) will provide a final decision within the time-frame outlined in paragraph c.

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(4) Request for readers, sign language interpreters, or other staff assistants to enable employees to perform their job functions, where the accommodation cannot be provided by the immediate directorate, a Civilian Personnel Advisory Center (CPAC) specialist will handle. The organization director or chief, CPAC will provide a final decision within the time-frame outlined in paragraph c.

(5) Request for removal of architectural barriers including reconfigured work spaces, and requests for accessible parking will be handled by the immediate directorate and coordinated with Directorate of Public Works, Equal Employment Opportunity, Legal and CPAC as soon as possible before the expiration of the 15 day period.

c. Timelines.

(1) Reasonable accommodations that can be processed by the immediate supervisor, where no medical documentation is required and where no extenuating circumstances apply if approved, must be provided in no more than 15 business days from the date of the request.

(2) If a staff member receives a request for reasonable accommodation, the request will be forwarded to the appropriate office for processing as soon as possible, but not later than five business days.

(3) If the decision maker is not the employee's immediate supervisor and the decision requires coordination with another organization, the request must be provided within 20 business days from the date the request was initially made.

(4) Where certain extenuating circumstances are present, the time for processing a request for reasonable accommodation and providing the accommodation will be extended as reasonably necessary.

(5) Where it is necessary to obtain medical information to determine whether the requesting individual has a disability and/or to identify functional limitations, the decision maker will contact the CPAC as soon as possible before the expiration of the 15 day period.

d. As soon as the decision maker determines that a reasonable accommodation will be provided, that decision should be immediately communicated to the qualified individual. If the accommodation cannot be

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provided immediately, the decision maker must inform the individual of the projected timeframe for providing the accommodation. When a decision maker determines a request for reasonable accommodation will be denied, he or she must notify the individual requesting the accommodation, in writing, of the denial. The explanation for the denial should be written in plain language, clearly stating the specific reasons for the denial. All denials must inform the individual that he or she has a right to file an EEO complaint.

6. Proponent. The Equal Employment Opportunity Office (EEO) is the proponent for this Garrison policy. A point of contact in the EEO Office can be contacted at (301) 677-6298/6295.

- 4 Enclosures
- 1. Requesting Form
- 2. Denial Form
- 3. Reporting Form
- 4. Resources on Disability

  
EDWARD C. ROTHSTEIN  
Colonel, Military Intelligence  
Commanding