



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL  
455 MCNAIR AVENUE, SUITE 100  
FORT SILL, OKLAHOMA 73503

REPLY TO  
ATTENTION OF

ATZR-C

15 August 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Providing Reasonable Accommodations for Individuals with Disabilities, CG  
Policy Memo 16-23

1. References.

- a. The Rehabilitation Act of 1973, as amended.
- b. The Americans with Disabilities Act (ADA) of 1990 and ADA Amendments Act of 2008.
- c. Memorandum, ASA (M&RA), March 17, 2009, subject: U.S. Army Procedures for Providing Reasonable Accommodation for Individuals with Disabilities.
- d. Memorandum, Assistant Secretary of Defense for Readiness and Force Management, 3 June 2013, subject: Access for Individuals with Disabilities to Department of Defense Group Events.

2. Policy. I am fully committed to ensuring all Fort Sill employees and applicants for employment have full access to equal employment opportunity, to include individuals with disabilities. Under the law, all Fort Sill organizations has a responsibility to provide reasonable accommodations to qualified employees or applicants with disabilities when possible, unless doing so would cause undue hardship to the organization. In addition, DoD policy (reference 1d) requires accessibility and accommodations be provided for attendees and participants of both internal and public group events when requested (e.g., providing a sign language interpreter).

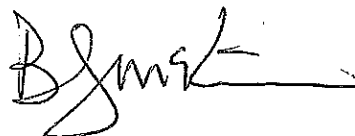
3. Procedures. I expect military and civilian leaders to fully comply with the requirements of the Rehabilitation Act of 1973 and the ADA as detailed in the Army Procedures for Providing Reasonable Accommodation (reference 1c). This document provides the Army policy for processing requests for reasonable accommodations from individuals with disabilities. Every effort should be made to process requests for reasonable accommodations in a prompt and efficient manner. Supervisors with decision making authority must consult directly with the installation Disability Program Manager and the Equal Employment Office at (580) 442-2718 and the servicing Civilian Personnel Advisory Center at (580) 442-3257 prior to denying a request for accommodation or the particular accommodation request. Decision makers must also

ATZR-C

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obtain legal review from the Office of the Staff Judge Advocate prior to denying a reasonable accommodation or the particular accommodation requested.

4. Point of contact is the Fort Sill Equal Employment Office, 1670 Craig Road, 442-4024.

A handwritten signature in black ink, appearing to read "B. Mckiernan", with a long horizontal flourish extending to the right.

BRIAN J. MCKIERNAN  
Major General, USA  
Commanding

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