



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH ARMY
UNIT #15236
APO AP 96271-5236

EACG (600)

19 APR 2022

MEMORANDUM FOR All Eighth Army Assigned Civilians and Soldiers

SUBJECT: Eighth Army Command Policy Letter #9, Reasonable Accommodation (RA) for Individuals with Disabilities (IWD)

1. References:

- a. Army Regulation 690-12, Civilian Personnel, Equal Employment Opportunity and Diversity, Appendix C, 12 December 2019.
- b. Section 501 of the Rehabilitation Act, 26 September 1973, as amended.
- c. The Americans with Disabilities Act, 26 July 1990, and ADA Amendments Act of 2008.

2. Purpose. To establish policy for reasonable accommodation of individuals with disabilities.

3. Definitions.

a. Individual with a Disability is an individual who has (1) a mental or physical impairment that substantially limits one or more major life activities, (2) a record of such impairment, or (3) is regarded as having such impairment.

(1) The person has a physical or mental impairment that substantially limits a major life activity (such as walking, talking, seeing, hearing, or learning, or operation of a major bodily function).

(2) The person has a history or "record of" an actual disability (such as cancer that is in remission).

(3) The person is subject to an adverse action because of an individual's impairment or an impairment the employer believes the individual has, whether or not the impairment limits or is perceived to limit a major life activity, unless the impairment is objectively both transitory (lasting or expected to last six months or less) and minor.

b. Major Life Activities include both major bodily function, such as respiratory, lung, or heart function, and major activities in which someone engages, such as walking or concentrating.

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c. Physical or Mental Impairment means (1) any physiological disorder or condition affecting one or more body systems or (2) any mental or psychological disorder.

d. Qualified Individual with a Disability is an individual with a disability as defined in 3(a) who, with or without reasonable accommodation, can perform the essential functions of such position.

e. Essential Functions are the duties an employee must be able to perform with or without reasonable accommodation.

f. Reasonable Accommodation is a modification or adjustment to a job or work environment (or in the way things are usually done) that enables a qualified individual with a disability to perform the essential functions of the job and to have access to equal employment opportunities.

4. Background. A person with a Disability is an individual who has (1) a mental or physical impairment that substantially limits one or more major life activities, (2) a record of such impairment, or (3) is regarded as having such impairment. While many individuals with disabilities can work without accommodations, other applicants and employees face barriers to employment without the accommodation process. An employee with a disability in need of a reasonable accommodation must inform her/his supervisor when he/she becomes aware of a workplace barrier that is preventing him/her from effectively competing for a position, performing a job, or gaining equal access to benefits and privileges of employment.

5. Discussion.

a. Reasonable Accommodations are provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or enjoying equal benefits and privileges of employment. No qualified individual is denied the opportunity for advancement solely because of his/her disability. Requests for reasonable accommodations are processed and provided, where appropriate, in a prompt, fair, and efficient manner. The simple rule is to focus on the ability, not on the disability.

b. Employees and supervisors will familiarize themselves with Eighth Army procedures for processing requests for reasonable accommodations for individuals with disabilities posted at:
<https://army.deps.mil/army/cmds/8A/EEO/Pages/8AEEO.aspx>, under the "Program for Individuals with Disabilities" folder; click "AR 690-12" then review appendix C, page 18. Eighth Army managers and supervisors are expected to expeditiously

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process requests for reasonable accommodation made by employees and applicants for employment. Absent extenuating circumstances, the requested accommodation should be granted or denied within 30 business days from the date of the initial reasonable accommodation request.

6. It is Eighth Army's policy to ensure that requests for reasonable accommodation by employees and applicants are processed in a prompt, fair and efficient manner. Family members, health professionals or other representatives may request a reasonable accommodation on behalf of the employee or applicant.

7. Complaints alleging discrimination based upon disability are filed with the servicing Garrison EEO office in accordance with established procedures.

8. Proponent. The proponent for this policy is Eighth Army Equal Employment Opportunity Office. Contact the proponent at DSN (315) 755-0320 or commercial 050-3355-0320.



WILLARD M. BURLESON III
Lieutenant General, USA
Commanding