MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #103, Reasonable Accommodation (RA)

1. References.

2. It is the policy of USAG Humphreys to provide reasonable accommodation for individuals with disabilities. Reasonable accommodation is defined as a change in the work environment or in the way things are customarily done that enables qualified individuals with a disability to enjoy equal employment opportunities.

3. RA procedures apply to all applicants for employment and employed civilians (appropriated and non-appropriated fund) serviced by the USAG Humphreys Equal Employment Opportunity (EEO) Office.

4. Supervisors, managers, and employees will support the prompt, fair, and efficient processing of requests for accommodations. They will report all requests to the EEO Office.

5. The EEO Office oversees the RA Program and will coordinate, track, and monitor all RA requests, and provide information, advice, and training to managers and employees with respect to reasonable accommodations.

6. POC is the EEO Manager at 753-6482/6753.

Encl
Reasonable Accommodation Process

SCOTT W. MUELLER
COL, AR
Commanding

DISTRIBUTION:
USAG Humphreys Website
Reasonable Accommodation Process

**STEP 1:** Employee informs supervisor of the need for accommodation of a disability

Employee and Supervisor maintain discussion of requirements

Supervisor consults EEO, Legal Office, Computer-Electronic Accommodation Program (CAP), Job Accommodations Network (JAN), or other organization as needed for advice and assistance

**STEP 2:** Supervisor gives employee "Confirmation of Request for Reasonable Accommodation"—Appendix B, reviews request, gathers documentation, and seeks advice as required

Employee provides documentation as needed: "Confirmation of Request for Reasonable Accommodation", Medical Documentation

**STEP 3:** Supervisor approves or disapproves request for accommodation

Supervisor, EEO and Legal maintain discussion of procedures

APPROVED

Accommodation is granted within 30 days of request

DISAPPROVED

Supervisor informs employee in writing of reasons for disapproval, with copy to Legal office—Appendix E (Denial Form)

**STEP 4:** Supervisor provides written outcome to the Disability Program Manager, EEO office