DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5002

REPLY TO
ATTENTION OF

GARRISON POLICY
EEO - 04

IMHD-EE

26 JUL 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Reasonable Accommodation (RA) for Individuals with Disabilities

1. **REFERENCES:**

a. Rehabilitation Act of 1973, Prohibits discrimination against people with disabilities.

b. Executive Order 13164, Establishing Procedures to Facilitate the Provision of Reasonable Accommodation, dated 26 July 2000.

c. Fort Hood Regulation 690-600, Reasonable Accommodation for Individuals with Disabilities, dated 16 May 2007.

2. **PURPOSE.** To establish the Garrison Commander's policy on Reasonable Accommodation for Individuals with Disabilities.

3. **APPLICABILITY.** This policy applies to all civilian and military personnel assigned to and/or under the operational control of the U.S. Army Garrison Fort Hood.

4. **POLICY:**

a. Fort Hood fully complies 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.

b. 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. Fort Hood Regulation, 690-600 establishes procedures for processing requests for accommodation.

c. The servicing Equal Employment Opportunity (EEO) Office is responsible for maintaining records of all requests for reasonable accommodation. To enable the Fort Hood EEO Office to maintain accurate records, all organizations are required to forward

reasonable accommodation information to the EEO Office in accordance with procedures outlined in Fort Hood Regulation 690-600.

5. **PROPONENT.** The Fort Hood EEO Office is the proponent for this policy. Point of contact is the EEO Officer at (254) 287-3602.

6. **EXPIRATION.** This policy memorandum supersedes all previous policies issued by the Garrison Commander and will remain in effect until superseded or rescinded.

MATTHEW G. ELLEDGE
COL, IN
Commanding

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