DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO ATTENTION OF

IMBV-EEO 17 August 2012

MEMORANDUM FOR US Army Fort Belvoir Garrison Personnel

SUBJECT: Fort Belvoir Policy Memorandum #51, Reasonable Accommodation Policy

1. REFERENCES:

a. Sections 501 and 505 of the Rehabilitation Act of 1973. 29 U.S.C 791(G) (1994).

b. AR 600-7, Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of the Army, 15 November 1983.

c. Memorandum, DA, 17 March 2009, subject: U.S. Army Procedures for Providing Reasonable Accommodation for Individuals with Disabilities.

2. PURPOSE. Establish the Commander's policy on Reasonable Accommodation.

3. APPLICABILITY. Applies to all Army civilian employees, former employees, applicants for employment and certain contract employees serviced by the Fort Belvoir Equal Employment Office.

4. POLICY.

a. The policy of United States Army Garrison, Fort Belvoir is to ensure equal opportunity in all aspects of employment for individuals with disabilities. USAG Fort Belvoir is committed to providing reasonable accommodations to employees and applicants for employment with disabilities to ensure individuals with disabilities have full access to equal employment opportunities.

b. A reasonable accommodation is a change in the work environment or in the way things are customarily done that would enable an individual with a qualified disability to enjoy equal employment opportunities. There are three categories of reasonable accommodations:

(1) Modifications or adjustments to the applicant process to permit an individual with a disability to be considered for a job (such as providing application forms in an alternative format, e.g. large print, Braille);

(2) Modifications or adjustments necessary to enable a qualified individual with a disability the essential functions of the job, e.g., providing a sign language interpreter;

(3) Modifications or adjustments that enable individuals with disabilities to enjoy equal benefits and privileges of employment, e.g., removing physical barriers in buildings.

c. An individual with a disability may start the reasonable accommodation process by making an oral or written request for accommodation to any supervisor in an employee's immediate chain of command or the Fort Belvoir EEO Office.

d. I expect managers and supervisors in USAG Fort Belvoir to expeditiously process requests for reasonable accommodations made by employees or applicants for employment in a prompt, fair, efficient manner and in accordance with applicable laws and regulations.

5. PROPONENT. The proponent of this policy is the EEO Office, (703) 805-2006.

GREGORY D. GADSON
Colonel, FA
Commanding