



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON BAUMHOLDER  
UNIT 23746  
APO AE 09034-0003

IMBM-ZA

23. AUG. 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 2-4, Commander's Policy on Reasonable Accommodation

1. References.

a. The American with Disabilities Act, dated 26 July 1990.

b. Equal Employment Opportunity Commission (EEOC) Policy Guidance on Executive Order 13164 Establishing Procedure to Facilitating the Provision of Reasonable Accommodation date 20 October 2000.

c. Army Procedures for Providing Reasonable Accommodation for Individuals with Disabilities, dated 21 November 2008.

d. Army Establishing Procedure for Providing Reasonable Accommodation for Individual with Disabilities, dated March 2009.

2. Purpose. To establish the United States Army Garrison Baumholder policy on reasonable accommodation.

3. Applicability. Applies to all United States (US) applicants for employment, US employed Civilians, military and local national supervisors of US Civilians in the Baumholder community.

4. Intent. To reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship

5. General.

a. Accommodations will be 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. Providing reasonable accommodations to employees with disabilities is the key to a non-discrimination policy of fair and equal employment for people with disabilities.

b. A person with a disability is one who has a physical or mental impairment that substantially limits one or more major life activities. While many individuals with disabilities

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can work without accommodation, other applicants and employees face barriers to employment without the accommodation process. An employee with a disability in need of an accommodation must inform his/her supervisor when he or she knows there is a workplace barrier that is preventing him/her, due to a disability from effectively competing for a position, performing a job or gaining equal access to a benefit of employment. An employee is responsible for requesting accommodation before performance suffers or conduct problems occur.

c. A reasonable accommodation is a modification or adjustment in the manner in which work is customarily done in the performance of a job, an employment practice or the work environment that makes it possible for a qualified individual with a disability to experience equal employment opportunity. Examples of accommodations may include acquiring or modifying equipment or devices, modifying training materials, making facilities readily accessible, modifying work schedules and reassignment to a vacant position in the event an employee can no longer perform the essential functions of his/her current position. An undue hardship is an action that is unduly costly, extensive, substantial, disruptive or that would fundamentally alter the nature of operations of USAG Baumholder.

6. Employees and supervisors will familiarize themselves and follow the agency procedures established for requesting a reasonable accommodation in the Army Procedures for Providing Reasonable Accommodation for Individuals with Disabilities, dated 21 November 2008.
7. Complaints alleging discrimination based upon disability will be filed with the USAG Baumholder EEO Office in accordance with established discrimination procedures. Questions concerning this policy should be directed to EEO Office personnel at DSN 485-7118/7450.
8. This policy will be brought to the attention of all personnel and a copy of this memorandum will be posted on the EEO website and all official bulletin boards.
9. POC for this policy is the USAG Baumholder EEO Office, DSN 485-7118/7450.



MICHAEL D. SULLIVAN  
LTC, AR  
Commanding

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