DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

REPLY TO
ATTENTION
OF:

OCT 27 2009

IMSE-GOR-EEO

MEMORANDUM FOR All Garrison Personnel

SUBJECT: Garrison Commander's Policy Memorandum No. 39 — Reasonable Accommodation for Individuals with Disabilities

1. REFERENCES:

a. IMCOM-SE Policy, Memorandum 690-1, 1 April 2008, Civilian Personnel: Equal Employment Opportunities Reasonable Accommodations for Individuals with Disabilities. This memorandum includes step-by-step instructions on filing a request for reasonable accommodation.

b. Rehabilitation Act of 1973.

c. Executive Order No. 13164, 26 July 2000.

d. Equal Employment Opportunity Commission (EEOC) Guidance, 17 October 2002.

e. The Americans With Disabilities Act (ADA) Amendments Act of 2008.

2. POLICY. I fully support reasonable accommodation for individuals with disabilities and consider it a matter of high priority. It is my intent with this policy to fully comply with the reasonable accommodation requirements of the Rehabilitation Act of 1973. Under the law,
federal agencies must provide reasonable accommodations to qualified employees or applicants with disabilities, unless to do so would cause undue hardship. Fort Gordon is committed to providing reasonable accommodations to its employees and applicants for employment, in order to assure that individuals with disabilities enjoy full access to equal employment opportunity at Fort Gordon. Fort Gordon will provide reasonable accommodations when:

a. An applicant with a disability requires accommodations, in order to be considered for a job.

b. An employee with a disability needs an accommodation to enable him or her to perform the essential functions of the job or to gain access to the work place.

c. An employee with a disability needs accommodations to enjoy equal benefits and privileges of employment.

3. On 1 January 2009, the American Disabilities Act was amended. The amendment reflected a re-examination of the term "disability," and changes were made to promote more flexibility in the interpretation of the existing definition of disability.

4. All requests for Reasonable Accommodations should be submitted in writing through each employee's supervisory chain; costs related to accommodations are part of the responsibility of each organization. Procedures to follow in submitting a request are located on the EEO website.

5. The proponent for this action is the Equal Employment Opportunity Office, 706-791-4551.

GLENN A. KENNEDY, II
COL, SC
Commanding

This memorandum supersedes the Garrison Commander's Policy Memorandum No. 39--Reasonable Accommodation for Individuals with Disabilities, dated 19 February 2009.