



REPLY TO  
ATTENTION OF:

EACG

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 8<sup>TH</sup> ARMY  
UNIT #15236  
APO AP 96205-5236

15 MAR. 2011.

MEMORANDUM FOR All 8th Army Assigned Soldiers and Civilians

SUBJECT: 8th Army Command Policy Letter # 24 – Reasonable Accommodation (RA) for Individuals With disabilities (IWD)

1. References:

- a. Rehabilitation Action of 1973, as amended.
- b. AR 690-12, Equal Employment Opportunity and Affirmative Action, dated 4 March 1988.
- c. Army Procedures for providing Reasonable Accommodation for Individuals With Disabilities, dated 21 November 2008.
- d. The Americans with Disabilities Act, dated 26 July 1990, and ADA Amendments Act of 2008.

2. Purpose. To establish Policy and Procedures for the Reasonable Accommodation of Individuals With Disabilities.

3. Background. 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 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 her/his supervisor when he or she becomes aware of 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.

4. Discussion.

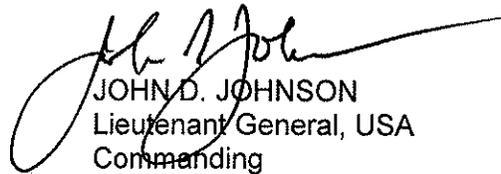
a. Accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or enjoying equal benefits and privileges of employment. No qualified individual will be denied the opportunity for advancement solely because of his or her disability. Requests for reasonable accommodations will be processed and provided, where appropriate, in a prompt, fair, and efficient manner. The simple rule is to focus on the ability, not disability.

b. A reasonable accommodation is 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

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5. Employees and supervisors will familiarize themselves with 8<sup>th</sup> Army procedures for processing requests for reasonable accommodation for individuals with disabilities which is posted at: <https://8army.korea.mil/specialstaff/eoo/default.aspx> [click on "shared documents" and click on "EUSA Reasonable Accommodation Guide"]. I expect 8<sup>th</sup> Army managers and supervisors to expeditiously process requests for reasonable accommodation made by employees and applicants for employment.
6. Complaints alleging discrimination based upon disability will be filed with the EEO Office in accordance with established procedures.
7. Post a copy of this policy on all official bulletin boards within the Command and make the policy available to all 8<sup>th</sup> Army personnel. The proponent for this policy is the 8<sup>th</sup> Army EEO Office. The POC can be contacted at commercial 011-82-2-7914-6430 or DSN (315) 724-6430.



JOHN D. JOHNSON  
Lieutenant General, USA  
Commanding