



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH ARMY
UNIT #15236
APO AP 96205-5236

EACG

OCT 15 2013

MEMORANDUM FOR All Eighth Army Assigned Soldiers and Civilians

SUBJECT: Eighth Army Command Policy Letter #6, Reasonable Accommodation (RA) for Individuals with Disabilities (IWD)

1. References:

- a. Rehabilitation Action of 1973, as amended.
- b. Army Regulation 690-12, Equal Employment Opportunity (EEO) and Affirmative Action, 4 March 1988.
- c. Army Procedures for providing Reasonable Accommodation for Individuals With Disabilities, 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/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 are 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 are denied the opportunity for advancement solely because of his/her disability. Requests for reasonable accommodations are processed and provided, where appropriate, in a prompt, fair, and efficient manner. The simple rule is to focus on the ability, not on the disability.

b. A reasonable accommodation is modification or adjustment in the performance of a job, employment practice, or work environment making 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 Eighth Army procedures for processing requests for reasonable accommodation for individuals with disabilities which is posted at: <https://8army.korea.mil/specialstaff/eo/default.aspx> [click on "shared documents" then click on "Eighth Army Reasonable Accommodation Guide"]. Eighth Army managers and supervisors are expected to expeditiously process requests for reasonable accommodation made by employees and applicants for employment.

6. Complaints alleging discrimination based upon disability are filed with the EEO Office in accordance with established procedures.

7. Proponent. The proponent for this policy is Eighth Army Equal Employment Opportunity Office. Contact the proponent at commercial 011-822-7914-6430 or DSN (315) 724-6430.


BERNARD S. CHAMPOUX
Lieutenant General, USA
Commanding