



DEPARTMENT OF THE ARMY  
HEADQUARTERS, EIGHTH ARMY  
UNIT #15236  
APO AP 96271-5236

03 OCT. 2020

EACG

MEMORANDUM FOR All Eighth Army Soldiers and Civilians

SUBJECT: Eighth Army Command Policy Letter #9, Reasonable Accommodation (RA) for Individuals with Disabilities (IWD)

1. References:

- a. Section 501 of the Rehabilitation Act, 26 September 1973, as amended.
- b. Army Regulation 690-12, Appendix C, Civilian Personnel, Equal Employment Opportunity and Diversity, 12 December 2019.
- c. The Americans with Disabilities Act, 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.

EACG

SUBJECT: Eighth Army Command Policy Letter #9, Reasonable Accommodation (RA) for Individuals with Disabilities (IWD)

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 (EEO).

5. Employees and supervisors will familiarize themselves with Eighth Army Procedures for processing requests for reasonable accommodations for individuals with disabilities which is posted at: <https://army.deps.mil/army/cmds/8A/default.aspx> click on "Program for Individuals with Disabilities" folder then click "AR 690-12" then review Appendix C, page 18. Eighth Army managers and supervisors are expected to expeditiously process requests for reasonable accommodation made by employees and applicants for employment. Absent extenuating circumstances, the requested accommodation should be granted or denied within 30 business days from the date the decision maker receives the initial request.

6. Complaints alleging discrimination based upon disability are filed with the servicing 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 DSN (315) 755-0320 and (315) 755-0321 or commercial 050-3355-0320.



WILLARD M. BURLESON III  
Lieutenant General, USA  
Commanding