ATCC-EEZ

13 July 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #14 – Reasonable Accommodation

1. References:
   c. EEO Commission Management Directive 715, EEO, 01 October 03.
   d. AR 690-12 (Equal Employment Opportunity and Diversity), 22 December 2016.

2. All 5th Brigade personnel will fully comply with the reasonable accommodation requirements of the Rehabilitation Act of 1973, as amended. Under the law, Federal agencies must provide reasonable accommodation to qualified employees or applicants with disabilities, unless to do so would cause undue hardship to ten employing or hiring organization.

3. I expect all leadership and management officials to expeditiously process requests for reasonable accommodations made by employees and applicants for employment. Managers are required to engage in an “interactive process” with the individual to determine whether an accommodation is appropriate. All personnel within 5th Brigade may direct questions to the TRADOC disabilities program manager at (757) 501-6505.

4. All leadership and management officials within 5th Brigade must ensure that individuals with disabilities are afforded every opportunity to compete for employment, awards, and advancements. Special authorities exist to expedite hiring veterans and individuals with disabilities and, where appropriate, they will be utilized to the greatest extent.

5. We should strive to employ talented individuals who have much to offer our U.S. Army Civilian Corps.

6. The proponent for this policy is the Civilian Personnel Division, DCS G1 at 502-624-5430.

CHRIS S. ALFEIRI
COL, AR
Commanding

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