



DEPARTMENT OF THE ARMY
HEADQUARTERS, 2D INFANTRY DIVISION
ROK-US COMBINED DIVISION
BLDG P6500 UNIT #15041
APO AP 96271-5041

EAID-CG

MAR 24 2022

MEMORANDUM FOR All 2ID/RUCD Personnel

SUBJECT: Command Policy Letter #11: Reasonable Accommodation (RA) for Individuals with Disabilities (IWD)

1. References:

- a. AR 690-12 (Equal Employment Opportunity and Diversity)
- b. Section 501 of the Rehabilitation Act, 26SEP73, as amended
- c. The Americans with Disabilities Act, 26JUL90, and ADA Amendments Act of 2008.
- d. Eighth Army Command Policy Letter #9, Reasonable Accommodation (RA) for Individuals with Disabilities (IWD), 3OCT20.

2. Purpose. To establish policy and procedures for RA of IWD.

3. Background. An IWD is one who has a physical or mental impairment that substantially limits one or more major life activities. While many IWD 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 their supervisor when they become aware of a workplace barrier that prevents them from effectively competing for a position, performing a job, or gaining equal access to a benefit of employment due to a disability. An employee is responsible for requesting accommodation before performance suffers or conduct programs occur.

4. Discussion.

- a. RA are provided to qualified IWD 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 is denied the opportunity for advancement solely because of their disability. Requests for RA 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.

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b. A RA is a modification or adjustment in the performance of a job, employment practice, or work environment making it possible for a qualified IWD to experience equal employment opportunity (EEO).

5. Employees and supervisors will familiarize themselves with Eighth Army procedures for processing requests for RA for IWD which is posted at:
<https://army.deps.mil/army/cmds/8A/default.aspx>.

6. 2d Infantry Division managers and supervisors must expeditiously process requests for RA made by employees and applicants for employment. Absent extenuating circumstances, the approval authority grants or denies the RA within 30 business days from receipt.

7. Complaints alleging discrimination based upon disability are filed with the servicing EEO office IAW establish procedures.

8. The proponent for this policy is the Eighth Army EEO Office at DSN (315) 755-0320/21.



DAVID A. LESPERANCE
Major General, USA
Commanding