



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
455 MCNAIR AVENUE, SUITE 100
FORT SILL, OKLAHOMA 73503

IMSI-EE

18 January 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Providing Reasonable Accommodations for Individuals with Disabilities,
CG Policy Memo 18-15.

1. References.

- a. The Rehabilitation Act of 1973, as amended.
- b. The Americans with Disabilities Act (ADA) of 1990 and ADA Amendments Act of 2008.
- c. Army Regulation (AR) 690-12, subject: Civilian Personnel EEO Diversity.
- d. Memorandum, Assistant Secretary of Defense for Readiness and Force Management, 3 June 2013, subject: Access for Individuals with Disabilities to Department of Defense Group Events.

2. Policy. I am fully committed to ensuring all Fort Sill employees and applicants for employment have full access to equal employment opportunity, to include individuals with disabilities. Under the law, all Fort Sill organizations have a responsibility to provide reasonable accommodations to qualified employees or applicants with disabilities when possible, unless doing so would cause undue hardship to the organization. In addition, DoD policy (reference 1d) requires accessibility and accommodations be provided for attendees and participants of both internal and public group events when requested (e.g., providing a sign language interpreter).

3. Procedures. I expect military and civilian leaders to fully comply with the requirements of the Rehabilitation Act of 1973 and the ADA as detailed in the Army Procedures for Providing Reasonable Accommodation (reference 1c). Appendix C of AR 690-12 provides the Army policy for processing requests for reasonable accommodations from individuals with disabilities. Every effort should be made to process requests for reasonable accommodations in a prompt and efficient manner. Supervisors with decision making authority must consult directly with the installation Disability Program Manager and the Equal Employment Office at (580) 442-4024 and the servicing Civilian Personnel Advisory Center at (580) 442-3257 prior to denying a request for accommodation or the particular accommodation request. Decision makers must also obtain legal review from the Office of the Staff Judge Advocate prior to denying a reasonable accommodation or the particular accommodation requested.

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4. This CG Policy Memorandum supersedes CG Policy Memorandum, ATZR-C, 15 August 2016, subject: Providing Reasonable Accommodations for Individuals with Disabilities, CG Policy Memo 16-23.

5. Point of contact is the Fort Sill Equal Employment Office, 1670 Craig Road, 442-4024.



WILSON A. SHOFFNER
Major General, USA
Commanding

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