



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL  
462 HAMILTON ROAD, SUITE 120  
FORT SILL, OKLAHOMA 73503

AMIM-SIG-ZA (690-12b2)

28 April 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Providing Reasonable Accommodations for Individuals with Disabilities, GC Policy Memorandum 21-24

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, Equal Employment Opportunity and Diversity: 12 December 2019.
- 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: We are fully committed to ensuring all Garrison employees and applicants for employment full access to equal employment opportunity, to include individuals with disabilities. Under the law, all Garrison 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: All military and civilian leaders within Garrison will 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. IAW AR 690-12, absent extenuating circumstances, the requested accommodation should be granted or denied within 30 business days from the date the decisionmaker receives the initial request. Decision makers must consult the installation Disability Program Manager located at the Equal Employment Opportunity office and the Fort Sill Labor Counselor within the Staff Judge Advocate office prior to denying a request for accommodation or the particular accommodation requested.

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Decision makers should also consult with the LMER office located at the Civilian Personnel Advisory Center, (580) 442-1025.

4. Additional information and requesting forms can be found at the installation EEO office website, <https://sill-www.army.mil/usag/eeo/>.

5. The point of contact is the Fort Sill Equal Employment Office at 1670 Craig Road, (580) 442-4024, or via email [usarmy.sill.id-training.mbx.usag-eeo@mail.mil](mailto:usarmy.sill.id-training.mbx.usag-eeo@mail.mil).



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