



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND
4700 KNOX STREET
FORT BRAGG, NC 28310-5000

AFPE-EE (100)

19 Sep 22

MEMORANDUM FOR Headquarters, Commands Reporting Directly to FORSCOM

SUBJECT: FORSCOM Commanding General Policy Memo 10, Reasonable Accommodation (RA) for Individuals with Disabilities

1. References:

- a. Army Regulation (AR) 600-7 (Unlawful Discrimination on the Basis of Disability in Programs and Activities Receiving Federal Financial Assistance From or Conducted by the Department of Army), 10 March 2020.
- b. Rehabilitation Act of 1973, as amended.
- c. The Americans with Disabilities Act of 1990, as amended.
- d. Army Regulation (AR) 690-12 (Equal Employment Opportunity and Diversity), Appendix C, 12 December 2019
- e. Equal Employment Opportunity (EEO) Commission, Management Directive (MD) 715.

2. Forces Command is fully committed to providing reasonable accommodations for qualified employees and applicants with disabilities unless doing so would cause an undue hardship.

3. Reasonable accommodation is a change in the work environment or in the way things are customarily done that would enable an individual with a disability to apply and be considered for a job; perform the essential functions of the job; or otherwise enjoy equal benefits and privileges of employment. Undue hardship means a specific accommodation that would cause significant difficulty or expense. This determination, which must be made on a case-by-case basis, considers factors such as the nature and costs of the accommodation needed and the impact of the accommodation on the operations of the Army.

4. The reasonable accommodation process begins upon a decision maker receiving an oral or written request for accommodation. Absent extenuating circumstances, the requested accommodation should be granted, modified, or denied within 30 business days from the date of receipt.

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The 30-business daytime period is suspended while waiting to receive "required" information from the requester or a health care provider. Once the "required" information is received the time period resumes.

5. Requests for reasonable accommodation must be processed in accordance with instructions outlined in U.S Army Procedures for Providing Reasonable Accommodation for Individuals with Disabilities. All FORSCOM Commanders of Major Subordinate Commands and FORSCOM HQ Directors are required to submit the Reasonable Accommodation Information Report to the FORSCOM EEO office at the end of each quarter. These procedures and specific reporting instructions may be obtained from local EEO offices or via the following link:

https://fcportal.forscom.army.mil/sites/g1/EEO/Reasonable_Accommodation_Procedures/Forms/AllItems.aspx

6. For additional information regarding the reasonable accommodation process, contact the FORSCOM EEO Office at (910) 570-5132/5165 (DSN 670).

7. This policy is effective until it is rescinded



ANDREW P. PAPPAS
General, USA
Commanding