



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
DIRECTORATE – SUSTAINMENT
UNITED STATES ARMY GARRISON-MIAMI
9301 NW 33rd STREET
DORAL, FLORIDA 33172-1202

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28 August 2020

MEMORANDUM FOR All U.S. Army Garrison (USAG) Miami Personnel

SUBJECT: Command Policy Memorandum #4, Reasonable Accommodation for Individuals with Disabilities

1. REFERENCES.

- a. Title 29, Code of Federal Regulations, Part 1630.
- b. The Rehabilitation Act of 1973, as amended, Title 29, United States Code, §791 et seq.
- c. Executive Order 13164, Establishing Procedures to Facilitate the Provision of Reasonable Accommodation, 26 July 2000.
- d. The American with Disabilities Act (ADA) of 1990, Title 42, United States Code, §12101 et seq.
- e. The American with Disabilities Amendments Act of 2008, Public Law 110-325, 25 September 2008.
- f. Army Regulation 600-7, Non-Discrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of the Army, 10 March 2020.
- g. Army Regulation 690-12, Appendix (c), h, Supplement 1 to Army Regulation 690-12, 12 December 2019.

2. PURPOSE. To establish the Garrison Manager's policy on Reasonable Accommodation, to provide reasonable accommodations to qualified individuals with disabilities and handicaps, and to accommodate employee religious practices.

3. APPLICABILITY. This policy applies to all civilian personnel, appropriated fund (APF) or non-appropriated fund (NAF), assigned to and/or under the operational control of the U.S. Army Garrison-Miami (USAG-Miami). These requirements also apply to applicants and employees in full-time, part-time, term, and temporary positions. A "qualified" individual with a disability is an individual with a disability who satisfies the

IMAG-ZA

SUBJECT: Command Policy Memorandum #4, Reasonable Accommodation for Individuals with Disabilities

requisite skills, experience, education, and other job-related requirements of the position. The individual can perform the essential functions of the position with or without reasonable accommodation.

4. POLICY.

a. It is the policy of USAG-Miami to ensure that individuals with disabilities (i.e., employees and/or applicants for employment) are provided reasonable accommodations, when possible, in the workplace and in employment-related situations in a timely manner. USAG-Miami recognizes the importance of removing societal and institutional barriers to ensure opportunity for full participation in employment opportunities within USAG-Miami.

b. I fully support the Army procedures for providing reasonable accommodation for individuals with disabilities. This policy ensures qualified individuals are provided a reasonable accommodation, except when such accommodation would cause an undue hardship. These procedures are intended to support the prompt, fair, and efficient processing of request for reasonable accommodations. I hold managers, supervisors, and employees responsible and accountable for complying with reasonable accommodation requirements of the Rehabilitation Act of 1973, as amended. Managers and supervisors must engage in interactive process with employees to determine the appropriate accommodation needed. Everyone should understand that an accommodation may be oral or written and does not need to use specific language such as "reasonable accommodation" or the ADA.

c. Reasonable accommodation is defined as "any change in the work environment or the way things are customarily done that would enable an individual with a disability to enjoy equal employment opportunities." Accommodations will be provided to qualified individuals with disabilities, as well as employees' religious preferences and practices 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. Providing reasonable accommodation to employees with disabilities and organized religious practices and performances is the key to a non-discrimination policy of fair and equal employment for people with disabilities, as well as those who practice their religious beliefs.

d. Employees who perceive they are victims of discrimination based on a disability should report it immediately through their supervisory chain of command and may report the incident to the USAG-Miami Equal Employment Opportunity (EEO) Office within 45 calendar days of the alleged discrimination act. Complaints alleging discrimination

IMAG-ZA

SUBJECT: Command Policy Memorandum #4, Reasonable Accommodation for Individuals with Disabilities

based on a disability will be filed with the USAG-Miami EEO Office in accordance with established procedures.

5. PROPONENT. The USAG-Miami EEO Office is the proponent for this policy. Point of contact is the EEO Officer at (305) 437-1826.

6. EXPIRATION. This policy memorandum supersedes previous policy issued and will remain in effect until superseded or rescinded.



GRETA M. BUCCELLATO
Garrison Manager