



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON ROCK ISLAND ARSENAL
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ROCK ISLAND, ILLINOIS 61299-5000

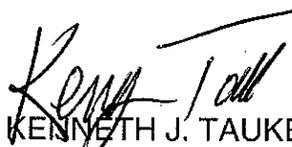
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MEMORANDUM FOR ALL USAG RIA Employees and Supervisors

SUBJECT: Reasonable Accommodation for Individuals with Disabilities – Policy Memorandum #B-11

1. This memorandum establishes and defines the Garrison's Reasonable Accommodation Policy for Individuals with Disabilities. This policy applies to all civilian employees and applicants for employment and is issued in accordance with the US Army Procedures for Providing Reasonable Accommodation for Individuals with Disabilities, dated 17 March 2009.
2. The Garrison is committed to providing reasonable accommodations to qualified employees and applicants with disabilities to ensure that all individuals have full access to equal employment opportunities. A reasonable accommodation is a modification to the work environment which enables a qualified individual with a disability to fully perform the essential functions of the job.
3. An employee or applicant with a disability who requires a reasonable accommodation should begin the process by making an oral or written request to management which describes the necessary change or modification. An employee requesting an accommodation must complete a Confirmation of Request for Reasonable Accommodation form, which can be obtained from the Garrison Equal Employment Opportunity (EEO) Office. Managers will forward the form to the Disability Program Manager in the Garrison EEO Office and engage in an interactive process with the employee to determine what modifications or changes may be required.
4. The Disability Program Manager and the EEO Office are prepared to advise employees, applicants and managers about the reasonable accommodation process.
5. This policy supersedes previous policy dated 16 July 2013.
6. For assistance or questions, please contact the Garrison EEO Office at 309-782-2548 or e-mail: usarmy.ria.imcom-central.mbx.usag-eeo@mail.mil.


KENNETH J. TAUKE
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Garrison Commander