



DEPARTMENT OF THE ARMY
HEADQUARTERS, WARRIOR TRANSITION BRIGADE- NATIONAL CAPITAL REGION
9045 BEALE ROAD
BETHESDA, MD 20889-5634

MCAT-WTB-CDR

24 January 2014

MEMORANDUM FOR Warrior Transition Brigade- National Capital Region (WTB-NCR)

SUBJECT: Warrior Transition Brigade- National Capital Region (WTB-NCR) Policy Letter # 28
- Commander's Reasonable accommodation Policy for Individuals with Disabilities

1. REFERENCES:

a. Rehabilitation Act of 1973, 29 U.S.C. 791 et seq.

b. U.S. Army Procedures for Providing Reasonable Accommodation for Individuals With Disabilities, March 17, 2009.

2. PURPOSE: To establish the Warrior Transition Brigade- National Capital Region (WTB-NCR) Commander's policy regarding the Army's Reasonable Accommodations for Individuals with Dissabilities (hereinafter "Army Procedures").

3. PROPONENT: The proponent for this policy is the Office of Equal Employment Opportunity.

4. APPLICABILITY: This policy applies to all Department of the Army civilian personnel assigned to the WTB-NCR and Subordinate Unit Commands (SUC's), their civilian and military supervisors, and to all applicants for Army civilian positions within the WTB-NCR and SUC, and any WTB-NCR and SUCs' personnel with whom the applicant has had contact in connection with the application process.

5. POLICY:

a. A reasonable accommodation is a change in the work environment or in the way things are customarily done to enable an individual with a qualified disability to enjoy equal employment opportunities. I fully support the Army's procedures for providing reasonable accommodations for individuals with disabilities and for ensuring equal opportunity in all aspects of employment for individuals with disabilities.

b. This policy requires reasonable accommodations for Department of the Army civilian employees and applicants for positions as Department of the Army civilian employees when such personnel have disabilities, except when such accommodations would cause an undue hardship to the organization. I hold managers, supervisors, and employees responsible and accountable for complying with reasonable accommodation requirements of the Rehabilitation Act of 1973 and the Army Procedures.

MCAT-WTB-CDR

SUBJECT: Warrior Transition Brigade- National Capital Region (WTB-NCR) Policy Letter # 28
- Commander's Reasonable accommodation Policy for Individuals with Disabilities

c. Army civilian employees with a disability who believe they need a reasonable accommodation to accomplish their duties may start the reasonable accommodation process by making an oral or written request for accommodation to their supervisor or manager in the chain of command, the servicing EEO Officer, the Human Resources Officer or Disability Program Manager (DPM); and, for an applicant, any Army employee with whom the applicant has contact with in connection with the application process. A request for accommodation may be made at any time. Supervisors will make contact with the DPM upon receipt of a request for reasonable accommodation to ensure accountability is maintained as required by the Army Procedures.

d. I expect managers and supervisors to expeditiously process requests for reasonable accommodations in a prompt, fair and efficient manner, in accordance with applicable laws and regulations by engaging with the requestor in an "interactive process" to help resolve the reasonable accommodation issue.

e. Managers and supervisors will grant or modify reasonable accommodation requests within the limits prescribed by the Army Procedures. Decision makers must coordinate with the DPM prior to recommending denial of a request for accommodation or recommending denial of the type of accommodation requested. Recommendations for denials of requests for reasonable accommodations will be in writing with the specified reasons for denial. The proposed denial must also receive a legal review by the supporting legal office.

f. I maintain authority to deny reasonable accommodation requests.

g. I direct the posting of this memorandum on all appropriate official bulletin boards.

6. The point of contact for this policy is the Brigade EEO at 301-295-7551.

Caring for Our Soldiers...Heal, Educate, Transition!


DANA S. TANKINS
EOL, SC
Commanding