



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
4710 KNOX STREET
FORT BRAGG, NC 28310-5010

SEP 25 2020

AFRC-EEO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commanding General Policy #20-07: Reasonable Accommodation for Individuals with Disabilities

1. This policy applies to all Army Reserve Civilian employees (including Military Technicians) and applicants for employment, and is in accordance with Army Regulation 690-12, Appendix C, dated 12 December 2019.
2. The USAR 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 that enables a qualified individual with a disability to 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 that describes the necessary change or modification. Those requesting accommodation have an obligation to complete a Confirmation of Request for Reasonable Accommodation form, obtainable through management or the USAR Equal Employment Opportunity (EEO) Office. Managers will forward the form to the Disability Program Manager, located within the 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. For assistance or questions, please contact the Army Reserve EEO Office at (608) 388-3106/3107, 1-888-838-4499 (toll free), 1-800-877-8339 (Federal Relay for the hearing impaired), or e-mail at usarmy.usarc.usarc-hq.mbx.eeo@mail.mil.

A handwritten signature in black ink that reads "Jody J. Daniels".

JODY J. DANIELS
Lieutenant General, U.S. Army
Commanding

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(see next page)

ENCLOSURE 8

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