



**U.S. Army Garrison - Detroit Arsenal
Installation Management Command - IMCOM
Office of Equal Employment Opportunity**



PROCEDURES FOR PROCESSING REQUESTS FOR ACCOMMODATIONS

An individual with a disability is a person who:

- Has a known/documented physical or mental impairment that substantially limits one or more major life activities;
- Has a record of such an impairment, identified in the personnel database; or
- Is regarded as having such an impairment; it is the employee responsibility to provide sufficient supporting documents to the agency.

A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question. Reasonable accommodation may include, but is not limited to:

- Making existing facilities used by employees readily accessible to and usable by persons with disabilities;
- Job restructuring, modifying work schedules, reassignment to a vacant position;
- Acquiring or modifying equipment or devices, adjusting or modifying examinations, training materials, or policies, and providing qualified readers or interpreters.

It is the responsibility of the employee or applicant to inform the employer that an accommodation is required to perform the essential functions of the job. The requestor does not have to use specific words such as “reasonable accommodation, disability, or Rehabilitation Act.” The request may be oral or in writing and may be from the individual or from another individual acting on their behalf, such as a supervisor, a health professional, or a family member. Requests for accommodation may include providing job restructuring, leave, modified or part-time work schedule, modified workplace policies, reassignments, or equipment.

The request for accommodation from applicants will be handled by the Civilian Personnel Advisory Center (CPAC) who is responsible for the recruitment and/or selection action. Requests for accommodation from Garrison employees will be handled by the immediate supervisor, unless the request is one which should be elevated to a higher level such as those involving personnel actions, accessible parking, building modifications, etc.

The request for adaptive equipment, including information technology and communications equipment, or specially designed furniture and other assistive technology, will be coordinated through the EEO office. The EEO office will coordinate with the appropriate agencies, i. e., DOIM Section 508 Coordinator and DoD Computer/Electronic Accommodation Program (CAP).

When accommodations cannot be provided to employees by the Directorate, the EEO office will assist with coordinating reasonable accommodations. Requests for sign language interpreters will be submitted to terrell.c.sadler@us.army.mil; the EEO office will coordinate through the appropriate interpreter agencies and provide a confirmation within 3 business days.

The request for removal of architectural barriers, including reconfigured work spaces, and requests for accessible parking will be coordinated with the EEO office. The reasonable accommodation will be coordinated with the different forums, i.e., CPAC, Directorate of Emergency Service, Legal Office and the Garrison Command Group.

The EEO staff member receiving a request for reasonable accommodation will determine which office will be responsible for handling it. The request will be forwarded to the appropriate office for processing as soon as possible, but not later than 5 business days. Reasonable accommodations that can be processed by the immediate supervisor, where no medical documentation is required and where no extenuating circumstances apply, if approved, must be provided in no more than 15 business days from the date of the request. If the deciding official is not the employee's immediate supervisor and the decision requires coordination with another organization, the determination must be provided within 20 business days from the date the request was initially made. Where extenuating circumstances are present, the time for processing a request for reasonable accommodation and providing the accommodation will be extended as necessary. Where it is necessary to obtain medical information to determine whether the requesting individual has a disability and/or to identify functional limitations, the deciding official will contact the requestor to provide medical documentation as soon as possible before the expiration of the 15-day period.

As soon as the deciding official determines that a reasonable accommodation will be provided, that decision should be immediately communicated to the qualified individual. If the accommodation cannot be provided immediately, the deciding official must inform the individual of the projected timeframe for providing the accommodation. When a deciding official determines a request for reasonable accommodation will be denied, he or she must notify the individual in writing of the denial. The explanation for the denial should be written in plain language, clearly stating the specific reasons for the denial. All denials must inform the individual that he or she has a right to file an EEO complaint.