



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON VICENZA
UNIT 31401, BOX 42
APO AE 09630

REPLY TO
ATTENTION OF:

IMVI-ZA

8 January 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 02-2014 - Reasonable Accommodation (RA)

1. References:

a. 29 U.S.C. 791 "Section 501 of the Rehabilitation Act" of 1973.

b. US Army Procedures for Providing Reasonable Accommodation for Individuals with Disabilities, March 17, 2009.

2. It is the policy of USAG Vicenza to follow the procedures outlined in the US Army Procedures for Providing Reasonable Accommodation for Individuals with Disabilities. A reasonable accommodation is defined as a change in the work environment or in the way things are customarily done that would enable a qualified individual with a disability to enjoy equal employment opportunities.

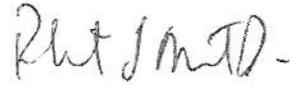
3. RA Procedures apply to all applicants for employment, and employed civilians (appropriated and non-appropriated fund) serviced by the USAG Vicenza Equal Employment Opportunity (EEO) Office.

4. Supervisors, managers, and employees will support the prompt, fair, and efficient processing of requests for accommodations. They will report all requests to the EEO Office.

5. The EEO Office oversees the RA Program and will coordinate, track, and monitor all RA requests, and provide information, advice, and training to managers and employees with respect to reasonable accommodations.

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6. The point of contact for reasonable accommodation is the USAG Vicenza EEO Office at DSN 314-634-7084.

Handwritten signature of Robert L. Menist, Jr. in black ink.

ROBERT L. MENIST, JR.
COL, IN
Commanding

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