



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT RILEY  
500 HUEBNER ROAD  
FORT RILEY, KANSAS 66442-7000

IMRL-EE

JUL 18 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum # 5 - Equal Employment Opportunity (EEO) Policy on Reasonable Accommodation

1. References. Department of Army Memorandum on Procedures for Providing Reasonable Accommodation for Individuals with Disabilities, dated 19 March 2009.
2. Applicability. This policy applies to all personnel assigned to or under the operational control of, applicants for employment with, and former employees of the U.S. Army Garrison (USAG), Fort Riley, Kansas Installation Management Command (IMCOM).
3. Policy.
  - a. As Commander, USAG, Fort Riley, I am fully committed to ensuring that processes are in place and followed to promote the employment and retention of individuals with disabilities (IWDs), especially with targeted disabilities and disabled veterans. This includes removing architectural and attitudinal barriers that hinder the employment of IWDs.
  - b. I fully support the reasonable accommodation requirements of the Rehabilitation Act of 1973, as amended. Reasonable accommodations will be afforded to qualified employees or applicants with disabilities, when appropriate, as soon as reasonably possible, unless to do so would cause an undue hardship.
  - c. Managers, and supervisors are expected to process requests for reasonable accommodation and, when appropriate, provide the accommodation in a timely manner.
4. Procedures for requesting a reasonable accommodation can be found on the Fort Riley EEO webpage.
5. This policy will be permanently posted on all official bulletin boards and on the Fort Riley webpage.
6. The proponent for this policy is the EEO office, located at 510 Huebner Road, 1st Floor, Fort Riley, Kansas, 66442, and they can be reached at (785) 239-2741/6689, DSN 856-2741/6689.

  
JOHN D. LAWRENCE  
COL, AG  
Garrison Commander

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