



DEPARTMENT OF THE ARMY
U.S. ARMY MILITARY DISTRICT OF WASHINGTON &
JOINT TASK FORCE – NATIONAL CAPITAL REGION
102 THIRD AVENUE, BLDG 39, SUITE 2
FORT LESLEY J. MCNAIR D.C. 20319-5031

ANCG

26 January 2026

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter – Reasonable Accommodation (RA) for Individuals with Disabilities (EEO) – Memorandum #33

1. REFERENCE.

- a. Army Regulation 690-12, Civilian Personnel Equal Employment Opportunity (EEO) Programs, Appendix C (Procedures for providing reasonable accommodation for individuals with disabilities), 6 February 2025
- b. Americans with Disabilities Amendments Act of 2008
- c. Executive Order (EO) 13164, Establishing Procedures to Facilitate the Provision of Reasonable Accommodation, 26 July 2000
- d. EEOC Enforcement Guidance: Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act, 17 October 2002
- e. Americans with Disabilities Act 1990
- f. Rehabilitation Act of 1973, as amended, 10 December 2015
- g. Army Regulation 600-7, Unlawful Discrimination on the Basis of Disability in Programs and Activities Receiving Federal Financial Assistance from or Conducted by the Department of the Army, 6 February 2025
- h. 29 C.F.R. 1630, EEOC Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act, as amended, 25 March 2011

2. PURPOSE. To provide guidance to the U.S. Army Military District of Washington & Joint Task Force – National Capital Region (USAMDW/JTF-NCR) personnel on procedures providing reasonable accommodation for individuals with disabilities.

3. APPLICABILITY. This policy applies to all service members and civilian employees assigned to and/or under the operational control of USAMDW/JTF-NCR.

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4. POLICY. USAMDW/JTF-NCR fully supports the procedures for providing reasonable accommodation for individuals with disabilities. This policy ensures qualified individuals with disabilities are provided with reasonable accommodation, except when such accommodation would cause undue hardship. These procedures are intended to support the prompt, fair, and efficient processing of requests for reasonable accommodation. Supervisors and employees are responsible and accountable for complying with reasonable accommodation requirements of the Rehabilitation Act of 1973, as amended.

5. PROCEDURES.

a. Personnel will adhere to procedures outlined ref a. of this policy. Supervisors must begin processing oral requests for reasonable accommodation immediately, even if the employee has not yet submitted written confirmation. Supervisors, with the assistance of the EEO Director and EEO Servicing Office, will process requests for reasonable accommodation and provide accommodation, when appropriate, as soon as reasonably possible. Supervisors may be able to grant the request immediately. Absent extenuating circumstances, the requested accommodation should be granted, modified, or denied within 30 business days from the date the request is received. Proposed denials are to be routed through the Disability Program Manager (DPM) (EEO Office) and must include legal review before a final decision is made to deny the request.

Accommodation will be provided to qualified individuals with disabilities when such accommodation is directly related to performing the essential functions of a job or enjoying equal benefits and privileges of employment. Supervisors will contact the DPM (EEO Office), upon receipt of a request for reasonable accommodation. The DPM is responsible for facilitating the process.

b. A copy of this policy will be posted on all official bulletin boards and official websites and made available upon request.

5. PROPONENT. The USAMDW/JTF-NCR EEO Director is the proponent of this policy. POC is Dr. Millicent J. Carvalho-Grevious, Ph.D., LSW, EEO Director at (202) 902-0450 or millicent.j.carvalho-grevious.civ@army.mil.

ANTOINETTE R. GANT, PMP
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Commanding

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