



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY ACQUISITION SUPPORT CENTER  
9900 BELVOIR ROAD, BUILDING 201, SUITE 101  
FORT BELVOIR, VIRGINIA 22060-5567

SFAE-ASC

4 September 2024

MEMORANDUM FOR RECORD

Subject: United States Army Acquisition Support Center Reasonable Accommodation and Disability Program Policy

1. References:

- a. Title 38, United States Code, section 4214, as amended.
- b. The Rehabilitation Act of 1973, sections 501 and 505; Public Law 93-112, as amended.
- c. Executive Order 13164 (Requiring Federal Agencies to Establish Procedures To Facilitate the Provision of Reasonable Accommodation), 26 July 2000.
- d. Executive Order 13548 (Increasing Federal Employment of Individuals with Disabilities), 26 July 2010.
- e. Equal Employment Opportunity Commission (EEOC) (Practical Advice for Drafting and Implementing Reasonable Accommodation Procedures Under Executive Order 13164), 19 July 2005.
- f. Army Regulation (AR) 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), 10 March 2020.
- g. AR 690-12 (Equal Employment Opportunity and Diversity), 12 December 2019, appendix C.
- h. AASA Memorandum (Headquarters, Department of the Army Disability Program and Reasonable Accommodation), 23 September 2023.
- i. Army Regulation (AR) 690-600 (EEO Discrimination Complaints), 9 February 2004.

2. Purpose. To prescribe policy, procedures, and responsibilities for implementing the Headquarters, United States Army Acquisition Support Center (USAASC) disability program and the guidance for reasonable accommodation of individuals with disabilities.

3. Applicability. This policy applies to all USAASC personnel and applicants for employment.

## SFAE-ASC

Subject: United States Army Acquisition Support Center Reasonable Accommodation and Disability Program Policy

4. Policy. USAASC is committed to equal employment opportunity for individuals with disabilities. USAASC will comply with reference 1 h. Supervisors and managers will provide reasonable accommodations consistent with the law and ensure equal opportunity in hiring, advancement, training, and treatment of individuals with disabilities. USAASC will afford individuals opportunity for advancement solely on their abilities and will not unlawfully discriminate against individuals based on their disabilities.

### 5. Procedures and Responsibilities.

a. Under the Rehabilitation Act and Title I of the Americans with Disabilities Act (ADA), a reasonable accommodation is a modification or adjustment to a job, the work environment, or the way work is customarily done that permits an applicant or qualified employee with a disability to perform the essential functions. During the hiring process, these modifications enable an individual with a disability to have an equal opportunity not only to get a job, but to successfully perform job tasks to the same extent as people without disabilities.

b. USAASC's policy is to provide equal opportunity for individuals with disabilities, including disabled veterans and persons with targeted disabilities. The EEO and Inclusion, Diversity, Equity, and Accessibility (IDEA) office has the lead for this program within USAASC.

c. USAASC will follow Army procedures that support the prompt, fair, and efficient processing of requests for reasonable accommodation as outlined in reference 1g.

d. Civilian and military managers and supervisors will comply with the provisions of the Rehabilitation Act of 1973, as amended, and with Executive Order 13164.

e. When requesting reasonable accommodation, employees or applicants will provide the information described in AR 690–12, appendix C and forward to their supervisor or EEO and IDEA Office. Absent extenuating circumstances, the requested accommodation should be granted, modified, or denied within 30 business days from the date the decision maker receives the initial request.


f. The EEO and IDEA office is responsible for maintaining a recordkeeping system. All Divisions / Branches will forward reasonable accommodation information to the EEO and IDEA office within 2 business days, pursuant to reference 1g.

6. Proponent. The proponent for this USAASC policy is the EEO and IDEA Office. For more information on the reasonable accommodation process, or to discuss a reasonable accommodation or disability concern, contact the IDEA office at [usarmy.belvoir.usaasc.mbx.usaasc-dru-reasonable-accommodation@army.mil](mailto:usarmy.belvoir.usaasc.mbx.usaasc-dru-reasonable-accommodation@army.mil).

SFAE-ASC

Subject: United States Army Acquisition Support Center Reasonable Accommodation and Disability Program Policy

7. The point of contact for action is Mr. Frank R. Gonzalez, Chief Equal Employment -Inclusion, Diversity, Equity and Accessibility Office, frank.r.gonzalez3.civ@army.mil or Ms. Yolanda Compton, Branch Chief, Data and Inclusion, yolanda.y.compton.civ@army.mil.

 Digitally signed by  
RICHARDSON, RONALD. ROBERT.  
JR. 1090780073  
Date: 2024.09.04 14:42:09 -04'00'

RONALD R RICHARDSON, JR.  
Director