



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

SFAE

2 September 2025

**MEMORANDUM FOR ALL U.S. ARMY ACQUISITION SUPPORT CENTER PERSONNEL**

**Subject: U.S. Army Acquisition Support Center Reasonable Accommodation and Disability Program Policy**

- 1. References:**
  - a. Title 38, United States Code, section 4214, as amended.
  - b. Title VII of Civil Rights Act of 1964 (Title VII)
  - c. The Rehabilitation Act of 1973, sections 501 and 505; Public Law 93-112, as amended.
  - d. The Pregnant Workers Fairness Act of 2022
  - e. Executive Order 13164 (Requiring Federal Agencies to Establish Procedures To Facilitate the Provision of Reasonable Accommodation), 26 July 2000.
  - f. Executive Order 13548 (Increasing Federal Employment of Individuals with Disabilities), 26 July 2010.
  - g. Equal Employment Opportunity Commission (EEOC) (Practical Advice for Drafting and Implementing Reasonable Accommodation Procedures Under Executive Order 13164), 19 July 2005.
  - h. 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.
  - i. AR 690-12 (Equal Employment Opportunity Programs), 06 February 2025, appendix C.
  - j. AASA Memorandum (Headquarters, Department of the Army Disability Program and Reasonable Accommodation), 23 September 2023.
  - k. Army Regulation (AR) 690-600 (EEO Discrimination Complaints), 6 February 2025.
- 2. Purpose.** To prescribe policy, procedures, and responsibilities for implementing the

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Headquarters, United States Army Acquisition Support Center (USAASC) disability program and the guidance for reasonable accommodation (RA) of individuals with disabilities.

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

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

5. Definitions.

a. Under the Rehabilitation Act of 1973 and Title I of the Americans with Disabilities Act, a RA 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. The Pregnant Worker's Fairness Act of 2022 (PWFA) amends the Rehabilitation Act by requiring employers to provide RAs for an applicant or qualified employee's known limitations related to pregnancy, childbirth, or related medical conditions, regardless of whether the conditions qualify as disabilities. Under the PWFA, removal of essential functions is not considered unreasonable if any inability to perform an essential function is for a temporary period, and the inability to perform the essential function can be reasonably accommodated.

c. Title VII of the Civil Rights Act requires a RA of an employee's religious beliefs or practices. The RA is usually a modification/exception to a rule or policy or an adjustment to a work schedule that enables an employee to abide by their sincerely held religious beliefs, and/or observe religious practices. The Agency does not have to provide a RA if doing so would create undue hardship.

6. Procedures and Responsibilities.

a. USAASC's policy is to provide equal opportunity for individuals with disabilities, including disabled veterans and persons with targeted disabilities. The Equal Employment Opportunity (EEO) office has the lead for this program within USAASC.

b. USAASC will follow Army procedures that support the prompt, fair, and efficient

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processing of requests for reasonable accommodation as outlined in reference 1g.

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

d. 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 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. Any intent to deny requests for an RA must first be coordinated with the servicing legal office and EEO office.

e. The EEO office is responsible for maintaining a recordkeeping system. All Divisions / Branches will forward reasonable accommodation information to the EEO office within 5 business days, pursuant to reference 1i.

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

8. The point of contact for action is Mr. Frank R. Gonzalez, Chief, USAASC Equal Employment Opportunity Office, [frank.r.gonzalez3.civ@army.mil](mailto:frank.r.gonzalez3.civ@army.mil) or Ms. Frances M. Dean, Civil Rights Data Analyst and Acting Disability Program Manager, [frances.m.dean2.civ@army.mil](mailto:frances.m.dean2.civ@army.mil).

Ronald R. Richardson, Jr.  
Director