MEMORANDUM FOR

Commanders, Fort Knox Partners in Excellence
Commanders, All Units Reporting Directly to this Headquarters
Deputy Chiefs of General Staff and Chiefs of Special Staff Offices, HQ USACC

SUBJECT: Policy Letter 7 – Reasonable Accommodation

1. References:
   c. EEO Commission Management Directive 715, EEO, 1 Oct 03.

2. Fort Knox and the U.S. Army Cadet Command will fully comply with the reasonable accommodation requirements of the Rehabilitation Act of 1973, as amended. Under the law, Federal agencies must provide reasonable accommodation to qualified employees or applicants with disabilities, unless to do so would cause undue hardship to the employing or hiring organization.

3. I expect all commanders and management officials to expeditiously process requests for reasonable accommodation made by employees and applicants for employment. Requests for reasonable accommodations will be processed and provided, where appropriate, in a prompt, fair, and efficient manner.

4. Commanders and management officials must ensure that individuals with disabilities are afforded every opportunity to compete for employment, awards, and advancements. Special authorities exist to expedite hiring veterans and individuals with disabilities and, where appropriate, they will be utilized to the greatest extent.

5. We should strive to employ talented individuals who have much to offer our U.S. Army Civilian Corps.

6. The proponent for this policy is the Civilian Personnel Division, DCS G1 at 502-624-5430.

PEGGY C. COMBS
Brigadier General, USA
Commanding