



REPLY TO
ATTENTION OF

IMEU-WSB-ZB

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09096-0050

DEC 10 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison Wiesbaden Reasonable Accommodations for Individuals with Disabilities Standing Operating Procedures

1. Reference: Army Regulation in Europe 690-12-5, Equal Employment Opportunity (EEO) Program for Individuals with Disabilities, Reasonable Accommodation Procedures, 21 November 2005.
2. Purpose: To provide guidance and procedures to USAG Wiesbaden personnel and supported agencies regarding employee requests for reasonable accommodation due to a disability.
3. General: The USAG Wiesbaden is committed to support reasonable accommodation of a known mental or physical limitation of an otherwise qualified individual with a disability and to provide equal employment opportunities to all individuals regardless of race, national origin, color, sex, age, religion or disability.
 - a. The reasonable accommodation process is initiated when a person with a disability indicates the need for an adjustment or a change at work or in the application process for a reason related to a medical condition.
 - b. A family member, health professional or other representative may request a reasonable accommodation on behalf of the individual with a disability.
4. Reasonable accommodation procedures for employees:
 - a. When disability and the type of accommodation are obvious and do not require medical documentation, a verbal request will suffice to begin the process for the supervisor to approve or deny the request for reasonable accommodation.
 - (1) If an accommodation is within the capability of the organization to provide, the supervisor will take action to make the required accommodation, unless a specific accommodation causes undue hardship.
 - (2) Supervisors will inform the EEO office within 5 calendar days after accommodation is made (Appendix B).
 - b. If a disability is not readily apparent or the type of accommodation needed is unknown, the supervisor will advise the employee to submit a written request with current, specific medical

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documentation that fully shows the nature, extent, severity, and duration of the disability to support the request for accommodation (Appendix A). All supporting medical documentation must be in English.

c. First-line supervisors or managers will consider and approve requests for reasonable accommodations, whenever possible.

d. Actions on requests for reasonable accommodations should be completed as quickly as possible.

e. If a request for reasonable accommodation is denied, the supervisor will prepare a letter addressed to the individual with an explanation of the reason or reasons for denial. The letter must:

(1) Be written in plain language and provide as much specific information as possible.

(2) Identify the employee or office that made the decision.

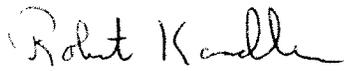
(3) Be coordinated with the EEO office before being given to the employee.

(4) Inform the individual that he or she has a right to file an EEO pre-complaint within forty-five (45) calendar days after the denial if the individual believes that he or she has been discriminated against on the basis of his or her disability.

5. Point of contact for this is SOP is USAG Wiesbaden Equal Employment Opportunity office, Mr. Ronald L. Vitiello, Equal Employment Opportunity Specialist, at commercial telephone: 0611-705-5616, DSN: 337-5616 or email: ron.vitiello@eur.army.mil.

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1. Appendix A
2. Appendix B
3. Appendix C



ROBERT KANDLER.
Deputy to the Commander

DISTRIBUTION:

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APPENDIX A

REQUESTING REASONABLE ACCOMMODATION WHEN A DISABILITY IS NOT READILY APPARENT OR THE TYPE OF ACCOMMODATION NEEDED IS UNKNOWN

Supervisors may require employees to submit requests for reasonable accommodation in writing with supporting medical documentation if the employee's disability is not readily apparent or the type of accommodation needed is unknown. The medical documentation must be current and specifically show the nature, extent, severity, and duration of the disability.

TO: (Name of immediate supervisor)

Date

FROM:

Employee Name:

Telephone Number:

Title, series, and grade:

Organization:

TO BE COMPLETED BY THE HEALTHCARE PROVIDER

1. Describe the nature, extent, and severity of the medical condition that requires accommodation:

Please continue on next page.

APPENDIX A
Continued

2. The condition is (choose one):

Permanent: _____ Temporary: _____

Estimated duration of temporary condition:

3. Describe the specific change or adjustment in the job or worksite that will enable the employee to continue performing these duties in spite of the medical condition described in paragraph 1.

Name and Title of Healthcare Provider: _____

Medical Facility: _____

Address: _____

Telephone Number: _____

Signature

Date:

APPENDIX B

REPORTING ACCOMMODATIONS OF INDIVIDUALS WITH DISABILITIES

Commanders, managers, and supervisors will use the format in figure D-1 for reporting accommodations of individuals with disabilities. Information may be submitted to the servicing equal employment opportunity officer by e-mail or hard copy.

This information will be used for program evaluation and reporting purposes.

TO: Equal Employment Opportunity Office

DATE:

FROM:

Organization:

Telephone Number:

Name of person accommodated:

Title, series, and grade of the employee or the position for which applying:

Accommodation:

Reason for accommodation:

Please continue on next page.

APPENDIX B
Continued

This accommodation is (choose one):

Permanent: _____ Temporary: _____

Estimated duration of temporary accommodation:

Cost of accommodation:

Results of accommodation:

APPENDIX C

TERMS

not so obvious (hidden) disability:

A disability that is not readily apparent, such as asthma, arthritis, cancer, chronic depression, chronic fatigue syndrome, diabetes, epilepsy, kidney disease, learning disabilities, and mild mental retardation.

qualified person with a disability:

A person with a disability who can perform the essential functions of the position, with or without accommodation.

reasonable accommodation:

A logical change or adjustment to a job or worksite that makes it possible for an otherwise qualified employee with disabilities to perform the essential functions of a position, or a modification or adjustment to the job-application process to enable a qualified applicant with a disability to be considered for the position that he or she desires. Reasonable accommodations must be provided to qualified employees regardless of whether they work part- or fulltime, or are considered probationary, temporary, excepted service, or term.

An employee with a disability who is unable to perform the essential functions, with or without reasonable accommodation, is not a qualified employee.

undue hardship:

A specific accommodation that would cause significant difficulty or expense to the employer.

essential function:

A duty that is so fundamental to a position that an individual cannot do the job without being able to perform it. A function may be considered essential if the position exists specifically to perform that function, there are a limited number of other employees who could perform the function if it were assigned to them, or the function is specialized and the incumbent is hired based on his or her ability to perform it.