



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX  
1ST CAVALRY REGIMENT ROAD  
FORT KNOX, KENTUCKY 40121-5123

REPLY TO  
ATTENTION OF

ATCC-PAP

OCT 19 2016

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:

- a. The Rehabilitation Act of 1973, as amended.
- b. The Americans with Disabilities Act of 1990 and ADA Amendments Act of 2008.
- c. EEO Commission Management Directive 715, EEO, 1 Oct 03.
- d. AR 690-12 (Equal Employment Opportunity and Affirmative Action), 4 Mar 88.

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. Managers are required to engage in an "interactive process" with the individual to determine whether an accommodation is appropriate. For personnel at Fort Knox, questions may be directed to the Fort Knox EEO at (502) 624-6196; for other Cadet Command personnel, contact TRADOC disabilities program manager at (757) 501-6505.

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.

  
CHRISTOPHER R. HUGHES  
Major General, USA  
Commanding