



REPLY TO
ATTENTION OF

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

ATCC-PAP

MAY 07 2012

MEMORANDUM FOR

Commanders, Fort Knox Partners in Excellence
Commanders, All Units Reporting Directly to This Headquarters
Deputy Chiefs of General 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 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.



JEFFOREY A. SMITH
Major General, USA
Commanding