



DEPARTMENT OF THE ARMY
US ARMY CORPS OF ENGINEERS
NORFOLK DISTRICT
FORT NORFOLK
803 FRONT STREET
NORFOLK VA 23510-1011

CENAO-EX

1 July 2022

COMMANDER'S POLICY MEMORANDUM NUMBER EEO-04

SUBJECT: Reasonable Accommodation for Individuals with Disabilities

1. References:

- a. Army Regulation (AR) 690-12, Equal Employment Opportunity and Diversity, Appendix C, 22 December 2016
- b. AR 600-20, Personnel-General, 24 July 2020
- c. Standard Operating Procedure for Reasonable Accommodations for Individuals with Disabilities

2. The Norfolk District is fully committed to providing reasonable accommodations for qualified employees and applicants with disabilities unless doing so would cause an undue hardship.

3. Reasonable accommodation is a change in the work environment or in the way things are customarily done that would enable an individual with a disability to apply and be considered for a job, perform the essential functions of the job, or otherwise enjoy equal benefits and privileges of employment. Undue hardship means a specific accommodation that would cause significant difficulty or expense. This determination, which must be made on a case-by-case basis, considers factors such as the nature and costs of the accommodation needed and the impact of the accommodation on the operations of the Army.

4. The reasonable accommodation process begins upon an immediate supervisor receiving an oral or written request for accommodation. Absent extenuating circumstances, the requested accommodation should be granted, modified, or denied within 30 business days from the date of receipt. The 30-business day time period is suspended while waiting to receive requested medical information or documentation from the requestor or a health care provider. Once the requested information is received, the time resumes.

5. Requests for reasonable accommodation must be processed in accordance with instructions outlined in the U.S. Army Procedures for Providing Reasonable Accommodation for Individuals with Disabilities. These procedures may be obtained

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from the Norfolk EEO office or via the following link: <https://usace.dps.mil/sites/INTRA-NAO/SitePages/EEO-Accomodations.aspx>

6. For additional information regarding the reasonable accommodation process, contact the Norfolk District EEO Office at (757) 201-7631.

BRIAN P. HALLBERG, PMP
COL, EN
Commanding