



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

ATCC-PAP (600-1b)

JAN 26 2023

MEMORANDUM FOR

Commanders, All Units Reporting Directly to this Headquarters
Directors and Chiefs, Primary and Special Staff Offices, HQ USACC

SUBJECT: Policy Memorandum 1-1 – 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).

2. 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 individuals 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 the 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.

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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) 624-3814.



ANTONIO V. MUNERA
Major General, US Army
Commanding