



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON-ROCK ISLAND ARSENAL
1 ROCK ISLAND ARSENAL
ROCK ISLAND, ILLINOIS 61299-5000

REPLY TO
ATTENTION OF

IMRI-ZA

OCT 30 2012

MEMORANDUM FOR All US Army Garrison-Rock Island Arsenal Employees

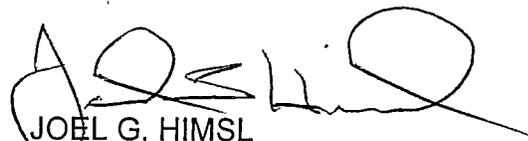
SUBJECT: Employment of Individuals with Disabilities and Disabled Veterans - Policy Memo #B-11

1. Applicability and Effective Date. This policy statement is applicable to all employees of the US Army Garrison-Rock Island Arsenal and is effective immediately.
2. General. It is the policy of the Department of the Army to provide individuals with disabilities and disabled Military Veterans' fair consideration for employment, training, and advancement opportunities. I am fully committed to providing reasonable accommodations to facilitate the employment and training of those with disabilities.
3. Operational Procedures:
 - a. I strongly encourage managers to coordinate hiring efforts with our servicing Civilian Personnel representatives to identify special hiring authorities to enable us to hire employees with disabilities and disabled Military Veterans.
 - b. All managers and supervisors must ensure that individuals with disabilities are provided reasonable accommodations and access to facilities when necessary. An outstanding source to assist in reasonable accommodations is the Computer/Electronic Accommodations Program (CAP). CAP provides free computer electronic technology services/equipment to Army employees with disabilities at no cost to the agency.
 - c. A request for reasonable accommodations is a statement that an individual needs an adjustment or change at work in the application process, or in a benefit or privilege of employment for a reason relating to a disability. The reasonable accommodation process begins as soon as the request is made. All accommodation requests should be forwarded to the Garrison EEO Office.
 - d. The Garrison EEO Office is responsible for the Individuals with Disabilities Program (IWDP). The IWDP has a working committee which focuses on the issues and needs of disabled employees. The committee and any subcommittee recommendations are forwarded to the Garrison Manager for review and consideration for implementation.

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4. Summary. I am firmly committed to hiring employees with disabilities and disabled Military Veterans. I expect managers and leaders to work towards improving the opportunities and providing reasonable accommodations for individuals with disabilities. I depend on your personal support to achieve this goal.
5. A copy of this memorandum will be permanently displayed on official bulletin boards and posted on official websites. Supervisors are also encouraged to share this important information with employees and to document that this has been done.
6. Questions concerning this policy may be addressed to the US Army Garrison Equal Employment Opportunity Office, IMRI-EE, extension 2-2927 or e-mail: carmen.a.ausborn.civ@mail.mil.



JOEL G. HIMSL
Garrison Manager