



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY FUTURES COMMAND  
210 W. 7TH STREET  
AUSTIN, TEXAS 78701-2903

FCCG

1 July 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Futures Command Reasonable Accommodations for Individuals with Disabilities Policy

1. References:

- a. Executive Order 13164, (Requiring Federal Agencies to Establish Procedures to Facilitate the Provision of Reasonable Accommodation)
- b. AR 690-600, (Equal Employment Opportunity Discrimination Complaints)
- c. AR 690-12 (Equal Employment Opportunity and Diversity)
- d. 29 U.S.C. §791-794

2. AFC is committed to Equal Employment Opportunities (EEO) for Individuals with Disabilities (IWD). Equal employment opportunity for IWD is a command program, and the Office of Equity and Inclusion (OEI) has program responsibility. At AFC, our focal point is to provide reasonable accommodations in accordance with law and regulation, and ensure EEO in the hiring, advancement, training and treatment of IWD. No employee will be denied equal employment opportunity due to their disability. The simple rule is to focus on the ability rather than the disability. AFC is similarly committed to providing reasonable accommodations based on sincerely held religious beliefs, practices, or observances (also referred to as "religion"), and under provisions of the Pregnant Workers Fairness Act (PWFA) based on known limitations due to pregnancy, childbirth, or related medical conditions regardless of whether the conditions qualify as disabilities.

3. Reasonable accommodation refers to any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities. There are three categories for reasonable accommodation:

- a. Modifications to the job application process.
- b. Modifications necessary to enable a qualified individual with a disability to perform the essential functions of a job.

FCCG

SUBJECT: U.S. Army Futures Command Reasonable Accommodations for Individuals with Disabilities Policy

c. Modifications necessary to enable a qualified individual with a disability to perform the essential functions of a job.

4. Reasonable accommodations remove workplace barriers that would otherwise impede qualified IWD from competing for jobs, performing jobs, or gaining access to the benefits of employment. Reasonable accommodations will be provided to qualified IWD unless to do so would impose an undue hardship on the agency. A proposed accommodation will not be denied or partially denied without prior consultation with the AFC OEI and AFC Office of the Staff Judge Advocate.

5. The reasonable accommodation procedures in reference 1c must be followed with all requests. First-line supervisors will be responsible for considering and approving request for reasonable accommodations whenever possible. If the request must be forwarded to another individual for processing (e.g., law, regulation, or policy, requires higher level approval, conflict of interest, or the like), the recipient of the request must promptly notify the requestor to whom the request has been referred for handling. The supervisor or OEI staff member must communicate with the requestor when the specific limitation, problem, and/or barrier are unclear, when the effective accommodation is not obvious, or when choosing among various solutions to possible accommodations. This is referred to as the interactive process. Further, the decisionmaker or any other official who receives information in connection with a request for reasonable accommodation may not share information that is confidential and connected with that request with other Army officials unless those other Army official(s) demonstrate a need to know in order to do their job and that the information will be used solely to make determinations on an accommodation request, or to help the decisionmaker make a determination.

6. Reasonable accommodation requests will be granted or denied expeditiously absent extenuating circumstances. In the event of a delay, the responsible agency official should confer with the individual and consider providing temporary solutions. All denials, including partial denials (not fully granting the accommodation requested) will be in writing and include specific reasons for the denial. Additionally, the denial must include information about the individual's right to file an EEO complaint and the right to invoke other statutory avenues of redress.

7. In some cases, employees may be asked to provide medical documentation. When the disability and/or need for accommodation is not obvious, the decisionmaker must contact the Disability Program Manager for assistance in obtaining medical documentation about the employee's disability and functional limitations. The agency may only seek additional documentation when it is reasonably necessary to establish that the requestor is an IWD, requires the accommodation requested, to explore other effective accommodations, or update information previously provided as necessary. All

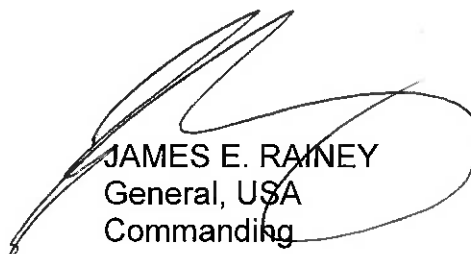
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SUBJECT: U.S. Army Futures Command Reasonable Accommodations for Individuals with Disabilities Policy

medical documents are confidential. Confidentiality requires that medical information must be maintained separately from employee general personnel files, in a secure location in files dedicated to storage of medical information. Medical records and information regarding the reasonable accommodation will be maintained in accordance with the Rehabilitation Act, the Americans with Disabilities Act, and the Privacy Act.

8. Contact your servicing Disability Program Manager for assistance with reasonable accommodations.

9. The directorate responsible for this policy is the HQ AFC Disability Program Manager at COMM 512-726-4127 or DSN 322-4127.



JAMES E. RAINEY  
General, USA  
Commanding

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