



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY**  
**MANPOWER AND RESERVE AFFAIRS**  
111 ARMY PENTAGON  
WASHINGTON, DC 20310-0111

SAMR-EI (690-12a)

20 January 2023

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Posting Department of the Army Procedures for Reasonable Accommodation and Personal Assistance Services**

1. In accordance with Section 501 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 791), and 29 C.F.R. Section 1614.203, reasonable accommodation and personal assistance services procedures must be posted on the agency public web site and made available to all job applicants and employees in written and accessible formats.
2. The enclosed document is compliant with Section 508 of the Rehabilitation Act and describes the procedures for reasonable accommodation and personal assistance services. The document links to the governing regulation, Army Regulation 690-12. Other relevant, informative resources are also listed. The procedures are posted at <https://www.army.mil/armyequityandinclusion>. Commands must ensure the procedures are posted or link to the enclosed document to ensure job applicants and employees are aware of Department of the Army procedures for reasonable accommodation and personal assistance services.
3. Point of contact is Ms. Rosemary Salak, Disability Program Manager, Army Equity and Inclusion Agency. She may be reached via e-mail at: [rosemary.salak.civ@army.mil](mailto:rosemary.salak.civ@army.mil).

Encl

Anselm A. Beach  
Deputy Assistant Secretary of the Army  
(Equity and Inclusion Agency)

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