



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY CENTRAL  
HEADQUARTERS & HEADQUARTERS BATTALION  
1 GABRESKI DRIVE  
SHAW AFB, SC 29152

ACPE-EEO

12 August 2020

**MEMORANDUM FOR RECORD**

**SUBJECT: Facilities Accessibility for Personnel with Disabilities**

**1. References:**

- a. Section 508 of the Rehabilitation Act Amendments of 1998 (29 U.S.C. 794) and the accessibility standards issued by the Architectural and Transportation Barriers Compliance Board

2. Purpose. Section 508 requires that individuals with disabilities, who are members of the public seeking information or services from us, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on us. Section 508 also requires us to ensure that Federal employees with disabilities have access to and use of information and data that is comparable to the access to and use of information and data by Federal employees who are not individuals with disabilities, unless an undue burden would be imposed on us

3. Applicability. This memorandum applies to all United States Army Central Command personnel.

4. On August 12, 2020 on or about 1300hrs, an EEO representative, Mr. Reginald C. Reese on behalf of the EEO Director, Mrs. Latoshia Gardner was escorted through Patton Hall, 1 Gabreski Drive, Shaw Air Force Base by the building facility manager, Mr. Craig K. Sloan to ensure accessibility of the structure mentioned earlier.

All that follow were inspected and were sufficient:

- Accessible toilets
- Accessible parking spaces
- Guidelines for accessible signage
- Management responsibilities
- A maintenance audit template
- Evacuation plan for emergencies
- Parking spaces and drop-off points are kept clear for people who need them
- Surface and lighting around the building and on the paths that customers use to get to the building.
- Main entrance door is correctly designed, and that at least one entrance is accessible if the main entrance is not accessible

### **Ramps and steps**

Public service areas have slopes that are steeper than 1:20, make sure that both steps and ramps are available, and that they are correctly designed.

### **Steps and lifts**

Provide a ramp or platform lift as appropriate

### **Lifts**

Provide accessible lifts in all buildings that have more than one floor

Lifts are designed to best practice guidelines.

Check the lifts' operation regularly

Keep the lifts clear

### **Corridors and doors**

Check that:

- Corridors and routes are not obstructed by deliveries, machinery, or anything else
- Doors are kept open where possible
- Doors that are closed are easy for customers to open
- Doors are wide enough for all customers.

### **Signs**

Public buildings should have signs to let your customers understand where they need to go. The signs should:

- Be designed according to best practice guidelines
- Have Braille or raised lettering wherever possible
- Have writing that is large enough for your customers to read
- Use appropriate symbols
- Not be "homemade"
- Be placed where your customers will:
  - Be able to see them easily
  - Not walk into them.

### **Reception areas and waiting rooms**

Public service reception areas and waiting rooms should be designed, and maintained, to best practice guidance. Provide correctly designed seats. A mixture of types and sizes of seats is best. Some customers may need to use arm-rests, and some may find arm-rests awkward. Provide an induction loop system in at least one accessible meeting room.

### **Intercoms, queuing systems, ticket offices, information desks**

Consider how you will inform customers that they are next in line. Remember that some customers might not be able to:

- Read visual information
- Hear audio information or intercoms
- Understand complicated language or jargon

Plan the location, output, and language of your intercoms, queuing systems, or information desks carefully

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If your intercom, queuing system or information desk is inaccessible to some of your customers, your staff can help by speaking—or giving written information—to customers.

5. The point of contact for this memorandum is the undersigned at (803)885-8636 or 885-8582.

LATOSHIA A. GARDNER  
Director, Equal Employment Opportunity  
Directorate

*Craig K Sloan*

CRAIGE K. SLOAN  
Manager, Facilities Operations  
United States Army Central Command