



This brochure is a brief explanation of the reasonable accommodation process open to any employee with a disability. It should not be used as an authoritative guide.

Employees, managers and supervisors should contact the Equal Employment Opportunity office and the Reasonable Accommodation Point of Contact with any questions.

Example of a Reasonable Accommodation

Judy is a hearing impaired individual working in accounting. Her cochlear implant and hearing aid allow her to understand speech but she has a very difficult time understanding speech through a phone.

Judy asks her supervisor if she could obtain a phone for the hearing impaired similar to the one she uses at home for her work station. At this point the RA process begins. Her supervisor should immediately contact the RA POC.

Judy completes a reasonable accommodation request form she receives from the RA POC. She may return it to her supervisor or to the RA point of contact.

At any time Judy is free to contact the RA POC regarding the progress of her request. Judy must participate in any interactive discussions to ensure she receives the RA she needs.

REASONABLE ACCOMMODATION PROCESS

EMPLOYEE MAKES REQUEST

INTERACTIVE PROCESS TO DISCUSS POTENTIAL ACCOMMODATIONS

MANAGER DETERMINES THE ESSENTIAL FUNCTIONS OF THE EMPLOYEE'S JOB

INTERACTIVE PROCESS TO KEEP EMPLOYEE INFORMED

MANAGER REQUESTS WRITTEN DOCUMENTATION OF THE DISABILITY AND THE LIMITATIONS TO BE ACCOMMODATED

RA TEAM ASSESSES THE EFFECTIVENESS OF VARIOUS ACCOMMODATIONS

INTERACTIVE PROCESS TO KEEP EMPLOYEE INFORMED

RA TEAM SELECTS MOST APPROPRIATE ACCOMMODATION IN VIEW OF BOTH THE INDIVIDUAL'S AND AGENCY'S NEEDS

MANAGER ISSUES APPROPRIATE LETTER

RA Point of Contact

Reasonable Accommodation POC

Phone: 619-532-2361

Email:

NAVFAC_SW_HR_Equal_Employment_Office@navy.mil

Fax: 619-532-1155

Further information can be obtained on the NAVFAC SW portal.

NAVFAC SW EEO Office

1220 Pacific Highway, Bldg 127

General Phone: 619-532-1816



Reasonable Accommodation

What is a Reasonable Accommodation?

A reasonable accommodation (RA) is an alteration to the work environment or any assistive device that allows a qualified individual with a disability to enjoy an equal opportunity to perform the essential functions of his or her position.



What is the Reasonable Accommodation (RA) Process?

The reasonable accommodation process is the method by which employees with a disability requests an assistive device or change in their working environment and the steps taken to provide that accommodation.

The request for an accommodation should be directly related to the barrier posed by their disability. Agencies are required to make a reasonable accommodation (RA) to a qualified individual with a disability to provide an equal opportunity to perform his or her duties at the same level as their co-workers without a disability.

How Do I Request a Reasonable Accommodation?

An individual with a disability seeking a RA should first contact their supervisor, or the RA POC, either orally or in writing.

Regardless of whether the initial request is oral or written, a supervisor must supply and the employee must complete and return a Reasonable Accommodation Request form.

Do I need to provide medical documentation?

It depends on the employee's disability. Obvious disabilities (an amputation, blindness, deafness) will probably not require medical documentation.

How long does the Reasonable Accommodation Process take?

The process should not take more than 30 days from the initial request to determine if an employee can be accommodated in his or her present position. However, depending on the request, the process may take longer.

What a Reasonable Accommodation Is and Is Not?

Any request for an accommodation should be directly related to the barrier posed by the individual's disability and their need for the accommodation to perform the essential functions of his or her position to the same standards as their co-workers.

What if I cannot be accommodated in my current position because of a disability and my limitations?

As an accommodation an employee is eligible to be considered for reassignment into a vacant funded position within the Department of Navy.

If you desire to be considered for a reassignment into such a position within the agency an employee must be able to perform the essential functions of the potential vacancy and meet the requisite skill, experience, education, and other job-related requirements of the vacancy, with or without an accommodation.

If an employee selects for the job search to be conducted outside the commuting area and a position is identified, the employee may be required to relocate at their own expense.

If a position is not identified for placement, within the parameters identified by the employee, the employee may be removed for medical inability to perform the duties of their position.

An employee may be eligible for disability retirement, this must be approved by Office of Personnel Management.

A Worker's Compensation claim and a Reasonable Accommodation request are two separate processes.

Worker's Compensation is for work related injuries only.

A Reasonable Accommodation request is to provide equal opportunity to a qualified employee with a disability regardless of its origin.

A Reasonable Accommodation request is not an entitlement. Any request should have a direct nexus between the employee's disability and his or her need for the accommodation to enjoy an equal opportunity to perform the essential functions of his or her position.