

NAVWAR EEO FACTSHEET

Reasonable Accommodations Guidance For Employees

August 2021

This Fact Sheet:

- Provides NAVWAR's policy on reasonable accommodation
- Defines reasonable accommodation
- Describes a reasonable accommodation request
- Provides information to NAVWAR reasonable accommodation resources

Background

The Rehabilitation Act of 1973, as amended, prohibits discrimination against qualified individuals with disabilities in all aspects of the employment relationship to include terms, conditions, and privileges of employment. The Rehabilitation Act also requires employers to provide reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment, in order to enable an individual with a disability to enjoy equal employment opportunities.

It is NAVWAR policy to provide equal employment opportunities to qualified individuals with disabilities in all aspects of employment and to reasonably accommodate qualified individuals with disabilities, unless doing so creates an undue hardship.

What is a reasonable accommodation?

In general, an accommodation is 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 of reasonable accommodation:

Application Process	Performing Essential Functions	Benefits and Privileges
<ul style="list-style-type: none">• Modifications or adjustments to a job application process that enables a qualified applicant with a disability to be considered for the position.	<ul style="list-style-type: none">• Modifications or adjustments to the work environment, or to the manner or circumstances under which the position is customarily performed, that enables a qualified individual with a disability to perform the essential functions of the position.	<ul style="list-style-type: none">• Modifications or adjustments that enable an employee with a disability to enjoy equal access to benefits and privileges of employment (i.e. training, services, programs, parties and other social functions) as are enjoyed by other similarly situated employees without disabilities.

Frequently Asked Questions

Q. What are some examples of reasonable accommodations?

- Acquiring or modifying equipment
- Changing policies, training material, tests, etc.
- Modified work schedules
- Telework
- Making existing facilities accessible
- Job restructuring
- Providing readers or interpreters
- Reassignment to a vacant position

Q. What must I do to request a reasonable accommodation?

A. When an individual decides to request an accommodation, the individual or his/her representative must let his/her supervisor or the EEO Office know that s/he needs an adjustment or change at work for a reason related to a medical condition. When you make a request, you need to be clear that you are requesting a reasonable accommodation because of a medical condition, why you are making the request, and what you are requesting as a reasonable accommodation. As a general rule, you or a representative must inform your supervisor or the EEO Office that an accommodation is needed.

Q. What happens after I make a request?

A. A request for reasonable accommodation is the first step in an informal, interactive process between you and the agency. If your disability and/or need for an accommodation is not obvious, your supervisor may ask you clarifying questions and then seek assistance from the Equal Employment Opportunity (EEO) Office. A trained EEO Specialist will assist in ensuring the process is conducted in accordance with Department of the Navy procedures.

Q. How quickly will my requests be processed?

A. When a request is made an individualized, case-by-case assessment must be conducted; therefore, exact timeframes are difficult to determine. However, all reasonable accommodation requests are processed as promptly and expeditiously as possible.

Q. Who will be told that I have requested a reasonable accommodation?

A. All information regarding a reasonable accommodation must be kept confidential, including the fact that an employee has requested or received an accommodation. There are limited exceptions to the confidentiality provisions of the Rehabilitation Act. Only individuals with an official need to know will be advised. All documents pertaining to your request will be maintained in a confidential reasonable accommodation case file in the EEO Office and will not be part of your personnel records.

Contact your servicing EEO Office

If you would like to request an accommodation through the EEO Office or have questions regarding reasonable accommodations, you may contact your servicing EEO Office.

- Reasonable Accommodation Points of Contact
 - NAVWAR Headquarters, PEO-C4I/SS – 619-221-7303
 - NIWC Pacific, 619-553-5700
 - NIWC Atlantic, PEO-Digital, and PEO-MLB – 843-218-5508
- Additional information including reasonable accommodation policies and procedures can be found on the NAVWAR EEO website: [https://flankspeed.sharepoint-mil.us/sites/NAVWAR/80CorpOps/SitePages/8.0.4_Equal_Employment_Opportunity_\(EEO\)_Office.aspx](https://flankspeed.sharepoint-mil.us/sites/NAVWAR/80CorpOps/SitePages/8.0.4_Equal_Employment_Opportunity_(EEO)_Office.aspx)