

REASONABLE ACCOMMODATION FACT SHEET

1. Q: What is the reasonable accommodation process?

A: The Department of the Navy reasonable accommodation process is a program designed to assist qualified individuals with a disability to enjoy equal employment opportunities.

2. Q: Who is a "Qualified Individual with a Disability"?

A: A qualified individual with a disability is an individual who has a physical or mental impairment which substantially limits a major life activity and can perform the essential functions of the position with or without an accommodation. To be a qualified individual with a disability, the individual must meet the skills, experience, education and other requirements for the job the individual holds or seeks.

3. Q: What is a disability?

A: The Americans with Disabilities Act Amendments Act (ADAAA) defines a disability as a physical or mental impairment that substantially limits a major life activity. Major life activities include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, interacting with others, operation of major bodily functions and working.

4. Q: What is a reasonable accommodation?

A: A reasonable accommodation includes a) modifications or adjustments to a job application process which enable a qualified applicant with a disability to be considered for a position the applicant seeks; b) modifications or adjustments to the work environment or the way the duties are customarily performed which allow a qualified individual with a disability to perform the essential functions of the position; or c) modifications or adjustments which enable an employee with a disability to enjoy equal benefits and privileges of employment as similarly situated employees without disabilities.

5. Q: What are some examples of accommodations?

A: Accommodations can include adaptive equipment, assistive technology, ergonomic adjustments, modified workplace policies, telework, and schedule changes, just to name a few.

6. Q: How do I request reasonable accommodation?

A: A request for reasonable accommodation can be made in writing or verbally (with a written follow-up) to either the employee's supervisor or the Reasonable Accommodation Program Manager. A request for reasonable accommodation relates a request for an adjustment or change at work due to a medical condition.

7. Q: Is any documentation required?

A: Limited medical documentation may be required to assist in determining whether or not the employee is a qualified individual with a disability under the ADAAA; and if so, what accommodations might be provided. If medical documentation is requested, it will be required to be submitted to the EEO Office within 15 calendar days so the reasonable accommodation request can be processed within the 45 day DON guideline.

8. Q: How do I get more information about reasonable accommodation?

A: Contact the EEO Office, or follow the link below to the EEO website.

<https://www.hqmc.marines.mil/ar/EEO>

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