



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION EUROPE, AFRICA, SOUTHWEST ASIA
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS OFFICE
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PROCEDURES FOR PROCESSING REQUEST FOR REASONABLE ACCOMMODATION

Reference Department of Navy, Civilian Human Resources Manual (CHRM) Subchapter 1606 (Procedures for Processing Requests for Reasonable Accommodation) issued SEP 2007

CHRM 1606 issued guidance for Navy activities in processing requests for reasonable accommodation for medical purposes. This bulletin provides a summary of CHRM 1606 and outlines responsibilities for CNREURAFSWA HR and EEO professionals, supervisors, and employees in responding to or processing request for RA. This bulleting should be read in conjunction with the Navy CHRM 1606. CHRM 1606 can be accessed at <https://www.donhr.navy.mil/donchrn/default.asp>

1. Each Command must develop a Reasonable Accommodation Advisory Team (RAAT) to process request for reasonable accommodation. The team should include (at a minimum):

- Reasonable Accommodation Manager*
- Human Resource Specialist
- Employee's first-level supervisor
- On a case-by-case basis, the team may be augmented by persons from Safety, Legal, and/or medical offices

(*) For commands serviced by CNREURAFSWA Equal Employment Opportunity (EEO) Office, the RA Manager is the EEO Program Manager.

2. The establishment of the RAAT is necessary due to the various areas of expertise needed to process a request for accommodation and the overall management of the RA process for consistency, timeliness and reporting purposes. The primary functions are to:

- Determine whether an employee is an individual with a disability
- If the employee is a qualified individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position
- If the employee meets the definition of a qualified individual with a disability as defined in the Rehabilitation Act and the Americans with disabilities Act.
- If an accommodation is necessary;
- Which accommodation options are reasonable; and
- The appropriate accommodation or denial of accommodation

3. The RA Manager will provide the expertise on the RA process, and work to ensure requests are processed in a timely and consistent manner. Employees may initially request accommodation verbally through their supervisor, HR, or the EEO office, but subsequently must furnish in writing

a formal request with signature and all required documentation. All required RA forms can be accessed at <https://www>.

4. If the RAAT determines that providing an accommodation is the appropriate course of action, all reasonable alternatives to accommodate the employee in their current position will be explored, e.g., assistive software/devices, modified furniture, location of work area, telework, etc. . The law does not require the agency to change or alter the essential functions of a job. The employee must be able to perform the essential functions of a position, with or without accommodation, in order to be considered to be “qualified” for the job. There is no requirement to reduce the expectations of an employee’s quantitative or qualitative performance standards as an accommodation.

5. If the RAAT determines that an employee can be accommodated in his/her current position, that decision and the adopted accommodation is documented in the case file and implemented. If determination is made that the employee cannot be accommodated in his/her current position the employee will be notified of this decision, in writing, and the employee will be informed of the options available which will include:

- Reassignment to a vacant position with the activity and/or DON.
- Removal for inability to perform the essential functions of the employee’s current position if the employee declines an offer of reassignment.
- Application for disability retirement.

6. Commands must coordinate all requests for accommodation through the CNREURAFSWA EEO Office. All requests for RA submitted through employees supervisor or HR should be forwarded to the EEO Office within three days.

7. Command Responsibilities:

- Communicate and implement Navy’s RA procedures.
- Ensure RA Requests are processed through the CNREURAFSWA EEO Office and within prescribed time frames.
- Certify in writing (if reassignment is elected) that a job search conducted internally and RA cannot be provided.

8. Time frames for processing reasonable accommodation requests:

- Within two days of notification of a RA request such request is forwarded to CNREURAFSWA EEO Office.
- Within five days of receiving a request, members of the RAAT are informed of request.
- Within 30 calendar days of receiving a request, a determination to accommodate in employee’s current position must be rendered (pending all required information received).

8. For additional information on the Reasonable Accommodation Process and command requirements, please contact the EEO Office at DSN 314-626-5755 or email colleen.shanklin@eu.navy.mil