

**WHAT HAPPENS
WHEN YOU BECOME
TEMPORARILY OR PERMANENTLY
DISABLED**



OFFICE HOURS:

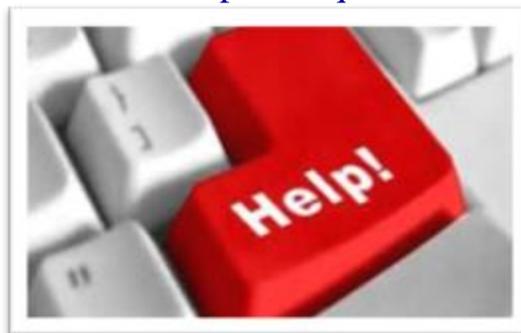
Walk-Ins:

8:00 a.m. - 3:30 p.m.

We are currently located at
Norfolk Naval Shipyard,
Building 15, 2nd Floor,
Portsmouth, VA

For assistance, contact us at:
757-396-5512

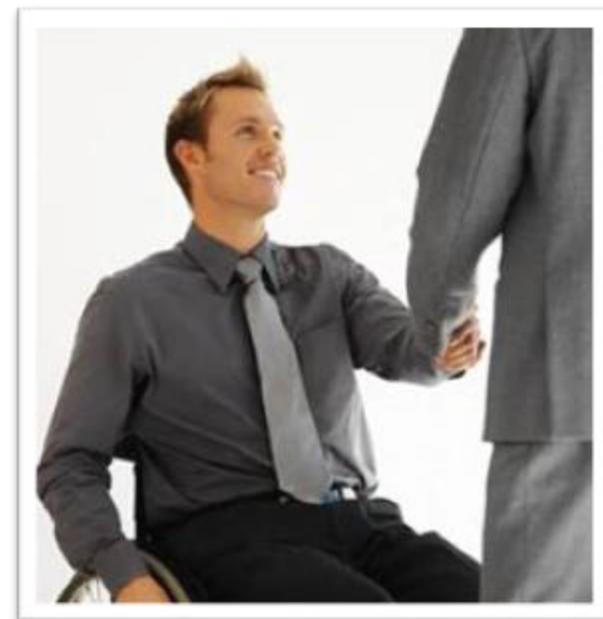
***Appointments Are
Available Upon Request.***



**U.S. FLEET FORCES
EEO Center of Excellence**



**REASONABLE
ACCOMMODATION**



**Reasonable Accommodation
Office
(Code N1EE02)
Portsmouth, VA 23709
(757) 396-5512**



- Contact your Shop General Foreman, Department Head, Supervisor or Reasonable Accommodation (RA) Program Manager (RAPM) for a RA Package and counsel.
- Obtain medical treatment and current medical documentation from treating physician.
- Submit your completed RA package with supporting medical documentation to the RAPM.
- Determination made to approve/disapprove RA request after Reasonable Accommodation Analysis Team meeting; decision received in writing.
- May be eligible for local 30 day/60 day DoN placement search; Disability Retirement

NOTE: Program is voluntary; may result in disciplinary action if placement is not found.

LAWS/ACTS

REHABILITATION ACT OF 1973

REQUIRES FEDERAL AGENCIES TO PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED EMPLOYEES AND APPLICANTS WITH DISABILITIES, UNLESS TO DO SO WOULD CAUSE AN UNDUE HARDSHIP.

AMERICANS WITH DISABILITY ACT (ADA) OF 1990

PROHIBITS EMPLOYMENT AGENCIES, AND LABOR UNIONS FROM DISCRIMINATING AGAINST QUALIFIED INDIVIDUALS WITH DISABILITIES IN JOB APPLICATION PROCEDURES, HIRING, FIRING, ADVANCEMENT, COMPENSATION, JOB TRAINING, AND OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.

AMERICANS WITH DISABILITY AMENDMENTS ACT (ADAA) OF 2008

THE ADA AMENDMENTS ACT BECAME EFFECTIVE AS OF JANUARY 1, 2009 AND FURTHER DEFINES "SUBSTANTIALLY LIMITS," IN THE ADA AND EXPANDS THE DEFINITION OF "MAJOR LIFE ACTIVITIES" (I.E. WALKING, BENDING, SEEING, WORKING AND COMMUNICATING).



ALWAYS REMEMBER, SAFETY FIRST!

Follow all safety precautions in place to try to prevent injuries.

However, if an injury occurs....

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## WHAT'S NEXT?

1. Report injury to Supervisor.
2. Report to Branch Health Clinic.
3. Complete the required forms.

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WHAT FORMS ARE USED TO SUBMIT A REQUEST FOR RA?

- SECNAV 12306 – Confirmation of Reasonable Accommodation Request Form
- Interactive Discussion Work Sheet
- Documentation of Essential Functions
- Branch Health Clinic Medical Survey
- Current Medical Documentation

WHAT IS RA?

Any modification or adjustment to a job or the work environment/facility that will enable a qualified applicant or employee with a qualifying disability to participate in the application process or perform the essential functions of the position, unless to do so would cause an undue hardship to the activity.

Includes adjustments to assure that qualified individuals with a disability have rights and privileges in employment equal to those of employees without disabilities.

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## EXAMPLES OF REASONABLE ACCOMMODATIONS

- Facility Modification
- Job Restructuring
- Work Schedule/Policy Change
- Acquisition/Modification of Equipment
- Reassignment
- LWOP, FMLA, SICK/ANNUAL LEAVE
- Telework

