

## WHAT HAPPENS WHEN YOU BECOME TEMPORARILY OR PERMANENTLY DISABLED?

- ✧ Contact your Shop, General Foreman, Department Head, Supervisor or Reasonable Accommodation (RA) Program Manager (RAPM) for an 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/DoN 30-Day Placement searches; Disability Retirement

NOTE: Program is voluntary; may result in administrative action, up to and including removal, if an accommodation is not implemented or alternate placement is not found.

## OFFICE HOURS:

### WALK-INS:

9:00 a.m. – 3:30 p.m.

Located at  
Norfolk Naval Shipyard,  
Building 15, 2nd Floor,  
Portsmouth, VA.

APPOINTMENTS ARE  
AVAILABLE UPON REQUEST.

## CONTACT US

**USFF EEO  
Center of Excellence**

Reasonable  
Accommodation  
(RA) Program  
(757) 396-5512  
FAX: (757) 396-4694

RA: ✉  
[usn.norfolk.usffc.mbx.usf](mailto:f-ra@us.navy.mil)  
[f-ra@us.navy.mil](mailto:f-ra@us.navy.mil)

Updated July 2023



## Reasonable Accommodation (RA) Program



**Contact your local  
FLT EEO Office at  
(757) 396-5512**



**USFF EEO COE  
FLEET OFFICE**  
NNSY, McKeever Street  
Building 15, 2<sup>nd</sup> Floor  
Portsmouth, VA 23709-5000

## 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.

### EXAMPLES OF REASONABLE ACCOMMODATIONS

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

## 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...***

### WHAT'S NEXT?

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

### 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
- ✧ Authorization to Release Medical

