

## Reasonable Accommodation References

### Equal Employment Opportunity Commission

(EEOC): <https://www.eeoc.gov//>

### Policy Guidance on Executive Order 13164:

[https://www.eeoc.gov/policy/docs/accommodation\\_procedures.html](https://www.eeoc.gov/policy/docs/accommodation_procedures.html)

### Equal Employment Act, 1972:

<https://www.usccr.gov/files/pubs/archives/crfund01/ch2.htm>

### Americans With Disabilities Act, 1990:

<https://www.eeoc.gov/laws/statutes/ada.cfm>

### The Rehabilitation Act, 1973: [https://](https://www.eeoc.gov/rehabilitation-act-1973-original-text)

[www.eeoc.gov/rehabilitation-act-1973-original-text](https://www.eeoc.gov/rehabilitation-act-1973-original-text)

### CHRM Subchapter 1606: [http://](http://www.secnav.navy.mil/donhr/Site/EEO/Documents/CHRM%201606%20Procedures%20for%20Processing%20Requests%20for%20RA.pdf)

[www.secnav.navy.mil/donhr/Site/EEO/Documents/CHRM%201606%20Procedures%20for%20Processing%20Requests%20for%20RA.pdf](http://www.secnav.navy.mil/donhr/Site/EEO/Documents/CHRM%201606%20Procedures%20for%20Processing%20Requests%20for%20RA.pdf)

## Important Websites and Contact information

MCI-East: <http://www.mcieast.marines.mil/>

Intranet: <https://www.lejeune.marines.mil>

Defense Equal Opportunity Management Institute:

<http://www.deomi.org>

Department of Labor EEO Laws: <http://www.dol.gov>

Department of Justice: <http://www.usdoj.gov>

Computer/Electronics Accommodations Program (CAP):

The mission of CAP is to provide assistive technology and accommodations to support individuals with disabilities and wounded, ill and injured Service members throughout the Federal Government in accessing information and communication technology.

<http://cap.mil/>

### MCI-East EEO Office Contact Information

Deputy EEO Officer: 910-451-5272

EEO Specialists:

APF:910-451-5083, 910-450-6819

NAF/MCCS: 910-451-9676

EEO Assistant: 910-451-5365

## What You Need To Know About Reasonable Accommodation (RA)



Equal Employment Opportunity Office  
Marine Corps Installations-East  
Marine Corps Base, Camp Lejeune  
North Carolina 28542-0005

## What is a Reasonable Accommodation?

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A reasonable accommodation is any change in the workplace or the way things are customarily done that provides and equal employment opportunity to an individual with a disability. While there are some things that are considered reasonable accommodations (e.g. removal of an essential job function or personal use items such as a hearing aid that is needed on and off the job), reasonable accommodations can cover most things that enable an individual to apply for a job, perform a job, or have equal access to the workplace and employee benefits such as kitchens, parking lots, and office events.

### Common Types of Accommodations:

- Modifying work schedules
- Granting breaks or providing leave
- How or when job duties are performed
- Moving to a different office space
- Providing telework
- Making changes in workspace policies
- Providing special technology and communication equipment
- Providing special furniture
- Providing a reader or other staff assistance to enable employees to perform their job functions
- Providing accessible parking
- Providing a reassignment

## Who Can Submit A Reasonable Accommodation Request?

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An employee or an applicant for employment may request an accommodation on their own behalf. In addition, a family member, friend, health professional, or other representatives may request a reasonable accommodation on behalf of an individual with a disability.

An employee or an applicant for employment may request a reasonable accommodation in “plain English.” In other words, Americans with Disabilities Act, Rehabilitation Act or use of the phrase “reasonable accommodation” does not have to be used in order for a request to be considered an official request for reasonable accommodation. For example:

- An employee tells his/her supervisor, “I’m having trouble getting to work at my scheduled starting time because of medical treatments I’m undergoing.” This is treated as a request for reasonable accommodation.
- An employee tells his/her supervisor, “I need six weeks off to get treatment for a back problem.” This is treated as a request for reasonable accommodation.

However, a request for a reasonable accommodation must always relate to a required workplace adjustment or work change due to a medical condition.

## Timeframe for Processing Reasonable Accommodations

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The time frame for processing a request (including providing accommodation, if approved) is as soon as possible; but no later than **30** business days from the date the request is made. Special circumstances for expedited processing may influence the timing of the reasonable accommodation process. The expedited processing of a reasonable accommodation request may be appropriate in the following situations:

- The reasonable accommodation is needed to enable an individual to apply for a job; or
- The reasonable accommodation is needed for a specific agency activity that is scheduled to occur shortly.

First-line supervisors shall consider and approve requests whenever possible. Each request shall be different and will have to be considered on a case-by-case basis. However, an employee shall be informed as soon as possible about the status of their request, especially if an urgent situation exists. Where the request is simple and straightforward, and there is no question of undue hardship to the organization, processing of the request shall not exceed the 30-day timeframe.

For more information on the RA process, please contact the EEO office at the numbers listed on the back of this trifold.