



What is Reasonable Accommodation

Reasonable accommodation (RA) is any change to a job, the work environment, or the way things are usually done that allows a qualified individual to perform essential functions of the job, or enjoy equal access to benefits available to other individuals in the workplace.



How to request RA?

Employees can submit their RA request to management or the RA POC. Applicants can inform the Human Resources (HR) Office or the interviewing manager.

What is considered Reasonable?

A reasonable accommodation is one that seems reasonable on its face and is not significantly difficult or expensive to the organization.

What is considered a disability within the RA Process?

A disability is a physical or mental impairment (physical, mental, or psychological disorder / condition) that *substantially limits* one or more of a major life activity.

The RA process is also available for temporary medical conditions.

Is medical documentation required?

Medical documentation *MAY* be required to explain the nature of the condition (if not obvious), the need for RA, and how the accommodation will assist the requestor in applying for the job, performing the essential functions of the job, or enjoying benefits and privileges of the workplace. Management may need to request additional or clarifying medical information.

All medical documentation will be kept confidential. The information is available only to those with a “need to know.”

This brochure and other Reasonable Accommodation information is located on the EEO SharePoint page

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What happens after a RA request is initiated?

The interactive process is initiated between management and the requestor to help determine the RA needs and management's obligation and ability to meet those needs. The requestor may be asked about the nature of the condition, any limitations, and possible accommodation options. These discussions help determine whether additional medical documentation is necessary; establish information about the essential functions of the position and how they can be performed; and determine the appropriate accommodation.



RA PROCESS AT-A-GLANCE

Requestor, or someone on requestor's behalf, makes RA request known.

Request is documented, and interactive process begins. Supporting medical documentation may be requested.

Supervisor meets with DPM, LMER, and Legal POC's to review the request.

Supervisor decides to approve or deny RA request, and issues written decision within 30 business days.*

APPROVED
Provide requestor written decision of approved accommodation or provide option for reassignment.

DENIED
Provide requestor written decision of denial, to include the reason for denial and appeal rights.

*Additional interactions/steps may cause completion times to exceed 30 business days. Timeframes are tolled while awaiting medical documentation.

<u>Supervisors</u>	<u>Employees</u>
Ensure employees are aware of the RA process.	Ask for RA as soon as you have a need.
Requests do not require any key words or the term "reasonable accommodation." Acknowledge the request and notify RA POC immediately.	Make RA needs known to management or RA POC. You will be asked to fill out a form to confirm you are requesting RA.
Respond to RA requests within specified timeframes.	Provide requested information within specified timeframes.
Participate in the interactive process to determine the need for accommodation and what will meet the need.	Participate in the interactive process to describe the RA requested and how it relates to your employment.
Only ask for relevant medical documentation and keep information confidential.	Provide relevant requested medical documentation in specified timeframes.