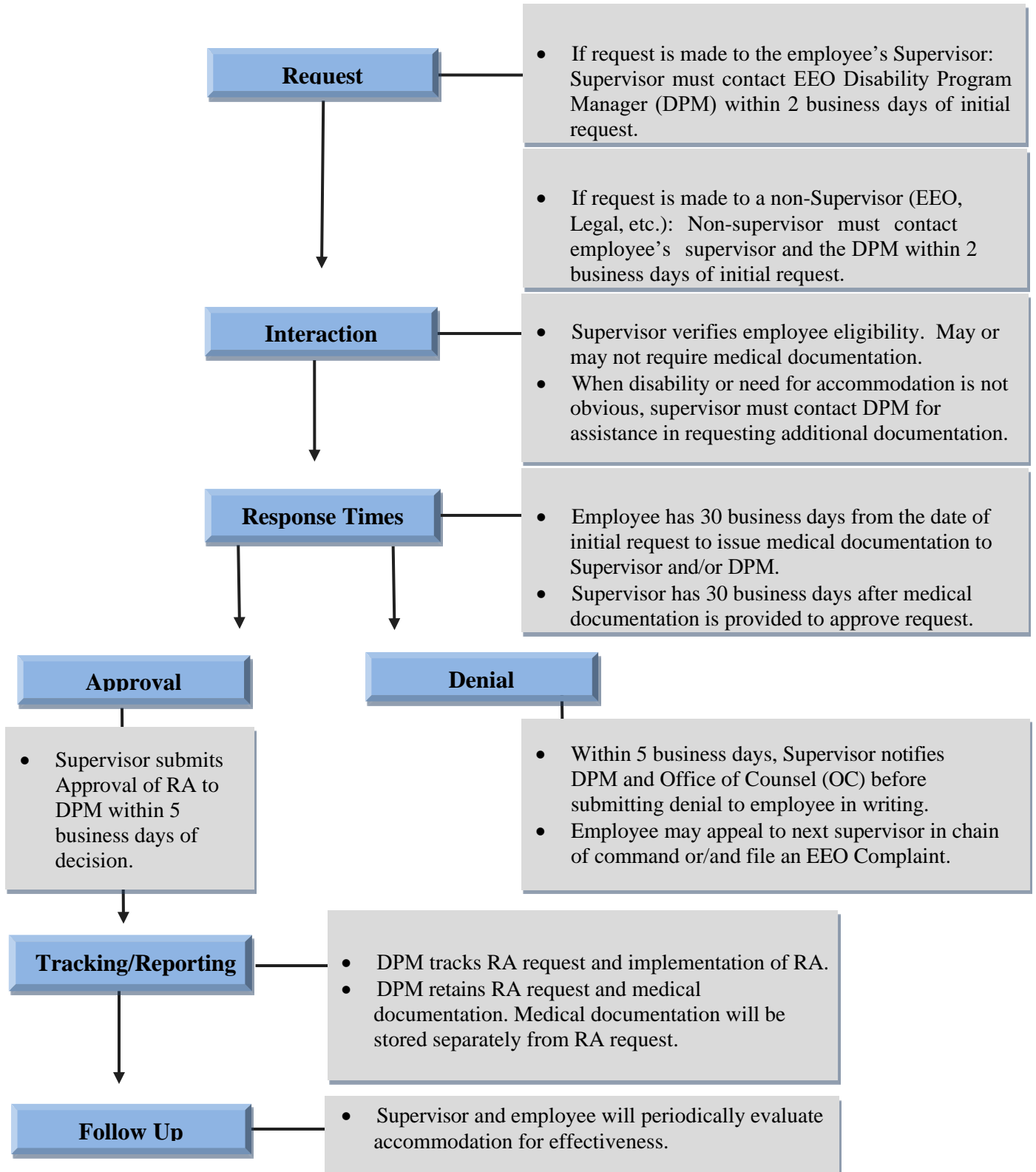


# OVERVIEW OF THE EEO REASONABLE ACCOMMODATION (RA) REQUEST PROCESS PER ARMY REGULATION (AR) 690-12, Appendix C

A reasonable accommodation is a modification or adjustment to the job application process, work environment or the way things are customarily done that would enable a qualified individual with a disability to enjoy the benefits and privileges of employment.



*Employees are encouraged to contact their supervisor as the first step in requesting a reasonable accommodation.*

Organization

Name: [Organization name]

Location: [Physical address]

Web Site: [Site URL]

EEO Officer

Name: [EEO officer's name]

Phone: [Contact number]

Fax: [Fax number]

Email: [Contact's email address]

Disability Program Manager

Name: [Disability Program Manager's name]

Phone: [Contact number]

Fax: [Fax number]

Email: [Contact's email address]

Alternative Dispute Resolution Contact

Name: [Alternative Dispute Resolution Contact's name]

Phone: [Contact number]

Fax: [Fax number]

Email: [Contact's email address]

Figure C-1. Contact information for reasonable accommodations



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD

SUBJECT: Request for Reasonable Accommodation

1. Individual Information:

[Applicant or Employee Name]

[Email] [Phone]

[Pay Plan, Series and Grade] [Date of Request]

[Job Title]

[Organization]

[Information Completed by]

[Email] [Phone]

2. Accommodation Requested... [Be as specific as possible in stating the request, for example, adaptive equipment, an interpreter, a reader, etc.]

3. This request is necessary because ... [State the reason for the request. If the accommodation is time-sensitive, please explain.]

4. Log Number (Assigned by DPM): [Enter number] Date:[Enter Date]

Figure C-2. Sample confirmation of request for reasonable accommodation

- A discussion between management and an employee as part of the interactive process to discuss or clarify the employee's need for an accommodation or to explore potential accommodations might include topics such as the following (as applicable to the particular situation):
- How does the medical condition affect the employee's ability to perform job duties?
- Which job duties are affected?
- What suggestions does the employee have for accommodation?
- Is more than one accommodation available that would allow the employee to perform the essential functions of the position?
- If a meeting with the employee is needed as part of the interactive process, has the civilian personnel advisory center (CPAC) coordinated with the employee's bargaining unit representative (if applicable)?
- Which, if any, of the reasonable accommodations being considered are available? Which are effective?
- Is it necessary to consult with a resource specializing in rehabilitation and accommodation issues, such as the Computer/Electronic Accommodations Program?
- Is any coordination needed with facilities or fiscal managers?
- Has the CPAC coordinated with the employee's bargaining unit representative (if applicable)? (This should occur before implementation of a reasonable accommodation.)
- Have you consulted the Disability Program Manager before requesting medical information?
- Has the servicing labor counselor/agency attorney conducted a legal review before the denial of a requested accommodation or the particular accommodation requested?

Figure C-3. Checklist for reasonable accommodation request