

## Equal Employment Opportunity (EEO)

- Equal Employment Opportunity (EEO) Policy Statement
- EEO Complaint Processing System
- EEO Compliant-How to File
- EEO Tri Fold

## Prevention of Sexual Harassment (POSH)

- Sexual Harassment Policy Statement

## Reasonable Accommodation (RA)

A reasonable accommodation is any change to a job, the work environment, or removal of a workplace barrier to allow an individual with a disability to perform essential job functions, or enjoy equal access to benefits available to other employees in the workplace. An accommodation is reasonable if it is effective in balancing the desired request of the employee and the homeport. Some examples of reasonable accommodations are:

- Making existing facilities accessible
- Restructuring job duties
- Providing flexible work schedules
- Providing accessible technology or other workplace adaptive equipment

An individual can initially request reasonable accommodation either orally or in writing. Employees who need reasonable accommodation are responsible for making their needs known to their supervisors at their host command and/or their NACC CM for consideration. Because the homeport is the beneficiary of picking up the NADP employee upon graduation, the host command is responsible for acquiring the reasonable accommodation, unless doing so would impose an undue hardship to the homeport.

Depending on the situation, it may be necessary for the CFM to clarify the nature of the disability and ask for medical documentation related to the reasonable accommodation.

Local Reasonable Accommodation forms should be utilized when possible. If local forms are not available, the employee can use the documents below.

- Employee Request for Reasonable Accommodation
- Confirmation of Request for Reasonable Accommodation

Additional information on reasonable accommodation is available on the OPM website:

<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations>