



Current as of: 1 Dec 10

CIVILIAN HR FLIGHT FACT SHEET

REASONABLE ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES

PURPOSE:

The Air Force must reasonably accommodate qualified employees or applicants with a disability, unless the accommodation would impose an undue hardship.

RESOURCES:

- 29 Code of Federal Regulations (CFR) §1630: <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1>
- U.S. Equal Employment Opportunity Commission (EEOC): www.eeoc.gov
- Americans with Disabilities Act: www.ada.gov

WHAT IS REASONABLE ACCOMMODATION?

Reasonable accommodation is an adjustment or alteration that enables a qualified person with a disability to apply for a job, perform job duties, or enjoy equal benefits and privileges in employment equal to those of employees without disabilities.

WHO IS ELIGIBLE FOR REASONABLE ACCOMMODATION?

- Any individual with a disability who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such impairment; or (3) is regarded as having such impairment.
- The concept of reasonable accommodation applies to all aspects of employment, including recruitment, work location and scheduled training, promotion, reassignment, and developmental assignments. Examples of reasonable accommodations are as follows:
 - Adaptive equipment
 - Requests for a reader or sign language interpreter, or other staff assistance
 - Removal of architectural barriers
 - Reconfiguration of work space
 - Materials in alternative formats (*e.g.* Braille, large print)
 - Requests for reassignment for which the employee is eligible

WHEN IS THE AIR FORCE REQUIRED TO MAKE A REASONABLE ACCOMMODATION?

The Air Force is only required to accommodate a “known” disability of a qualified applicant or employee. The requirement generally will be triggered by a request from an individual with a disability. If the individual does not request an accommodation, the employer is not obligated to provide one except where an individual’s known disability impairs his/her ability to know of, or effectively communicate a need for, an accommodation that is obvious to the employer.

HOW IS REASONABLE ACCOMMODATION REQUESTED?

The individual requesting the accommodation may present a request for a reasonable accommodation in writing or orally. The request does not have to use any special words, such as “reasonable accommodation,” “disability,” or “Rehabilitation Act.” Someone designated by the requestor to act on the requestor’s behalf may also present the request.

Employees should contact their servicing Employee Management Relations (EMR) Specialist (480-7608 or 480-2019) for assistance with the application process requirements. EMR will ensure that all required forms, medical certifications, and information are complete and will route the information to the appropriate management official(s) for review/approval.

ADDRESSES FOR ADA INFORMATION:

U.S. Department of Justice
Civil Rights Division
950 Pennsylvania Avenue, NW
Disability Rights Section - NYAV
Washington, DC 20530

U.S. Equal Employment Opportunity Commission
1801 L Street, NW
Washington, DC 20507

U.S. Department of Transportation
Federal Transit Administration
400 Seventh Street, SW
Washington, DC 20590

Federal Communications Commission
1919 M Street, NW
Washington, DC 20554

Architectural and Transportation Barriers Compliance Board
1331 F Street, NW Suite 1000
Washington, DC 20004-1111