



Current as of: 28 Aug 15

CIVILIAN PERSONNEL SECTION FACT SHEET

REASONABLE ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES

GENERAL PURPOSE: Air Force commanders and supervisors must reasonably accommodate qualified employees or applicants with a disability, unless the accommodation would impose an undue hardship on the Department of the Air Force.

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. 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

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.

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 to the supervisor, manager, or civilian personnel office. 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. Processing of requests should begin immediately.

Employees should contact their servicing Employee Management Relations (EMR) Specialist (480-7608 or 478-6714) 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.

RESOURCES: 29 CFR 1630; AFI 36-2706