

45- DAY REASONABLE ACCOMMODATION (RA) PROCESS STEPS

Department of Navy's Procedures for Processing Reasonable (Disability) Accommodation Requests

An associate or applicant with a disability may request a Reasonable Accommodation at any time, to participate in employment the same as the average person or receive the same benefits and privileges of employment the same as any other employee.

Step 1: The Reasonable Accommodation Request (Disability)

A Reasonable Accommodation request may be submitted by an associate or applicant verbally or in writing using the Confirmation of Reasonable Accommodation Request form (SECNAV 12306/1) found here:

<https://www.mynavyexchange.com/arc/EEO>. The RA request may be submitted to a first-line manager or directly to the Disability Program Office at RAgroup@nexweb.org. Managers must submit an RA request to the Disability Program office within **2 business days** of receipt.

Step 2: The Interactive Process

Upon receipt of the request, the Interactive Process begins between the associate (The Requester), their manager (Decision Maker), and the RA coordinator. If an individual's disability is obvious, medical documentation may not be required. However, if an individual's disability is not obvious, medical documentation to support the RA request will be required. The Requester has **15 calendar days** to return the medical documentation, but can be granted an additional **15-calendar day extension** if necessary. The Interactive Process continues through the life-cycle of the RA request.

Step 2: The Interactive Process: Provide & Document Interim Accommodation

A temporary accommodation must be implemented to keep an associate working (if available). All possible interim accommodations must be explored by management, including short-term leave. The RA Coordinator will work with the Requester (associate) and Decision Maker (manager) to determine the most effective temporary accommodation. The accommodation implemented at this stage is temporary until all information including medical documentation has been received.

Step 3: Qualified Individual with a Disability Analysis

An individual must be a Qualified Individual with a Disability (QIWD) in order to receive a Reasonable Accommodation via the RA process. This determination is made by the RA Coordinator and first-line manager via an analysis of information received to support the request. If the Requester is a QIWD, management makes the determination of the ability to accommodate.

Step 4: Accommodation Decision

Management makes the determination of whether or not an individual can be accommodated in their position of record. If yes, the accommodation is implemented within **45 days** from the date of the request. The post-accommodation period of **90 days** is to ensure that the accommodation remains effective. If an associate cannot be accommodated in their permanent position of record, they may be offered Reassignment to a vacant position as the accommodation of last resort. A request for Reasonable Accommodation may be denied if medical documentation to support the request is not provided or the individual is not a qualified individual with a disability.

For additional information, contact the Disability Program office at 800-884-9459 option 2 or @ RAgroup@nexweb.org.