

# FORT GREGG-ADAMS

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EEO Website -

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# FORT GREGG-ADAMS

## EEO OFFICE

### Equal Employment Opportunity



## REASONABLE ACCOMMODATION

FOR EMPLOYEES  
Reasonable Accommodation

The Rehabilitation Act of 1973, as amended, protects qualified employees and applicants with disabilities in the Executive Branch of the Federal government from employment discrimination based on disability. In 1992, the substantive employment standards of the Americans with Disabilities Act, 42 U.S.C. Section 12111, et seq., were made applicable to the Federal Government through the Rehabilitation Act. The amended law requires Federal employers to provide reasonable accommodations to qualified individuals with disabilities so that employees with disabilities can enjoy the benefits and privileges of employment equal to those enjoyed by similarly situated employees without disabilities. It requires Federal agencies to provide reasonable accommodation for known physical or mental limitations of qualified employees and applicants, unless to do so would cause undue hardship. The law also ensures equal access to Federal programs, activities, and facilities to people with disabilities.

### **Who is an individual with a disability?**

An individual with a disability:

- has a physical or mental impairment that substantially limits one or more of the person's major life activities;
- has a record of such an impairment; or
- is regarded as having such impairment.

### **What are examples of a reasonable accommodation?**

Reasonable accommodations that can be requested include, but are not limited to, the following:

- making existing facilities accessible;
- restructuring the job;
- utilizing part-time or modified work schedules;
- adjusting or modifying tests, training materials, or policies;
- providing qualified readers and interpreters;
- acquiring or modifying equipment; and
- reassigning an individual to a vacant position for which the employee must be qualified.

### **How can an individual request a reasonable accommodation?**

The request for accommodation begins with an interactive and flexible discussion between the requester and the supervisor. The requester can make either an oral or written request for accommodation. A family member, friend, health professional, or other representative may request a reasonable accommodation on behalf of an individual with a disability. An individual with a disability may request a reasonable accommodation at any time during the application process or during the period of employment. The request for a reasonable accommodation must be made for a reason related to a medical condition.

### **What are an individual's responsibilities?**

Employees or applicants with disabilities who need reasonable accommodation are responsible for making their needs known to the appropriate official. Supervisors are responsible for properly responding to requests for accommodation from their employees. When an individual decides to request accommodation, the individual or his/her representative must let the employer know that s/he needs an adjustment or change at work for a reason related to a medical condition. The employer and the individual with a disability should engage in an informal process to clarify what the individual needs and identify the appropriate reasonable accommodation.

### **Resources**

Department of Labor  
Office of Disability Employment Policy  
[www.dol.gov/odep/resources/](http://www.dol.gov/odep/resources/)

Equal Employment Opportunity  
Commission  
[www.eeoc.gov](http://www.eeoc.gov)

Job Accommodations Network (JAN)  
[www.jan.com](http://www.jan.com)

Computer/Electronic Accommodations  
Program (CAP)  
[www.cap.mil](http://www.cap.mil)