

# EEO QUARTERLY NEWSLETTER

# THE 411

OCTOBER – DECEMBER 2024 | FY 2025 | 1<sup>ST</sup> QTR | ISSUE NO. 2



**U.S. Army Garrison  
Presidio of Monterey**

**Equal Employment Opportunity Office**



## REASONABLE ACCOMMODATION

Understanding the  
purpose of  
Reasonable  
Accommodation

## ON THE HORIZON

See what  
observances or events  
are coming soon

## TRAINING

Catch up on  
required training

EEO,  
Anti-harassment, and  
NO FEAR Act  
available via MS  
Teams or in-person

## OUR SERVICES

The EEO program focuses on the comprehensive effort to eliminate unlawful discrimination and harassment and provide fair treatment of individuals without regard to Age (40 or older), Color, Disability, Genetic Information, Harassment (Sexual/Non-Sexual), National Origin, Race, Religion, Retaliation (related to EEO activities), and Sex (including pregnancy, gender identity, and sexual orientation).

## CONTACT

**Address:**  
197 Patton Ave, BLDG 218  
Monterey, CA 93944

**Main Helpline:**  
(831) 242-5105

**Email:**  
[usarmy.pom.id-  
training.mbx.pom-eeo-  
mailbox@army.mil](mailto:usarmy.pom.id-training.mbx.pom-eeo-mailbox@army.mil)



## — REASONABLE ACCOMMODATION

### What is a Reasonable Accommodation?

A reasonable accommodation is any change to the application or hiring process, the way the job is done or the work environment that allows a qualified individual with a disability to perform the essential functions of their job.

Accommodations are considered "reasonable" if they do not create an undue hardship, meaning "significant difficulty or expense" to the agency as a whole (Army wide).



### Who qualifies for a Reasonable Accommodation?

Any qualified individual with a disability; a person who meets legitimate skill, experience, education, or other requirements of an employment position that he or she holds or seeks, who can perform the essential functions of the position with or without an accommodation. An individual with a disability is defined as someone who has, has a record of, or is regarded to have "a physical or mental impairment that substantially limits one or more major life activities. If a disability is not obvious, medical documentation from a health care provider may be needed.



### What are "essential functions?"

Essential functions are job duties that are fundamental to the position, they are the reason the job exists. Some of the factors for determining essential functions include whether the position exists specifically to perform these essential functions; the number of other employees who are available to perform the same job duties; and the expertise or skills required to perform the essential functions.

### What is the process for requesting a Reasonable Accommodation?

An applicant or employee may request a reasonable accommodation at any time, orally or in writing from their supervisor; that will start the interactive process to determine what type of accommodation is needed. The request does not require the individual to mention the Rehabilitation Act or use the phrase "reasonable accommodation" or "disability." For more information, contact the POM EEO Office.



## — REASONABLE ACCOMMODATION

Excerpts from IMCOM ID-T-EEO Newsletter, VOL-1 JAN 2020

### **Requesting a Reasonable Accommodation (RA)**

Requesting an accommodation is an interactive process between the employee and their supervisor or applicant and the (hiring) agency. To request an accommodation, an applicant or participant must let the employer know that they need a service-related adjustment or change for a reason related to a disability. Furthermore, an individual may use plain English and need not mention the ADA or use the phrase "reasonable accommodation." An employee or job applicant may initiate an RA request with their supervisor or hiring agency orally or in writing. The applicant or employee will be asked to complete an RA request form for record keeping purposes. However, a person's oral or written request starts the RA process.

### **The Interactive / Dialogue Process**

Once an accommodation has been requested, the employee or applicant and the supervisor or their designee should engage in an interactive process to clarify the individual's needs and possible accommodations. The nature of this discussion will vary. In some instances both the disability and the type of accommodation required will be obvious. In other situations, the supervisor may need to ask questions concerning the nature of the disability and the individual's functional limitations in order to identify an effective accommodation. While the individual with a disability does not have to be able to specify the precise accommodation, she or he does need to describe the problems posed by the workplace barrier. Moreover, the individual will need to provide medical documentation to support their accommodation request.

### **Computer/Electronic Accommodations Program (CAP)**

The Department of Defense (DoD) established the CAP in 1990 which is a centrally funded program that provides assistive technology (AT) and reasonable accommodations to people with disabilities and wounded Service members. The CAP mission is to that disabled persons equal access to the information environment and opportunities throughout the Federal government.





## — REASONABLE ACCOMMODATION

### DID YOU KNOW?

The Job Accommodation Network (JAN) website offers a "Situations and Solution Finder" that provides feedback on case-by-case scenarios that demonstrated successful RA implementations. This is a helpful tool to enable managers and supervisors in providing RAs.

Check out JAN's resource at <https://askjan.org/sitsol/index.cfm> and use the Situations & Solutions Filters, use inquiry and filter options to narrow down the results.

## Find out more about Reasonable Accommodation Resources

Equal Employment Commission (EEOC):

<https://www.eeoc.gov/>



Job Accommodation Network (JAN):

<https://askjan.org/>



Computer/Electronic Accommodations Program (CAP):

<https://cap.mil/>



Army Regulation (AR) 690-12

Equal Employment Opportunity and Diversity:



U.S. ARMY

[https://armypubs.army.mil/epubs/DR\\_pubs/DR\\_a/pdf/web/ARN17808\\_AR690-12\\_FINAL.pdf](https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/ARN17808_AR690-12_FINAL.pdf)



### Quotes of the Quarter

“However difficult life may seem,  
there is always something you can  
do and succeed at.”

— Stephen Hawking —



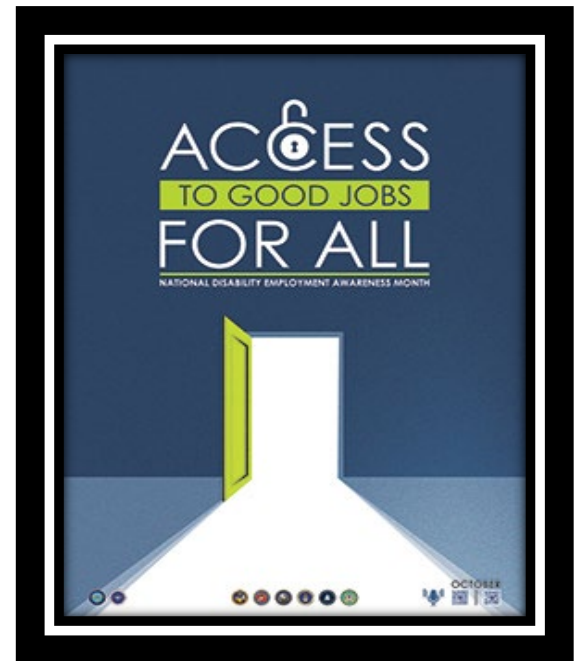


## — ON THE HORIZON

## Upcoming Special Observances

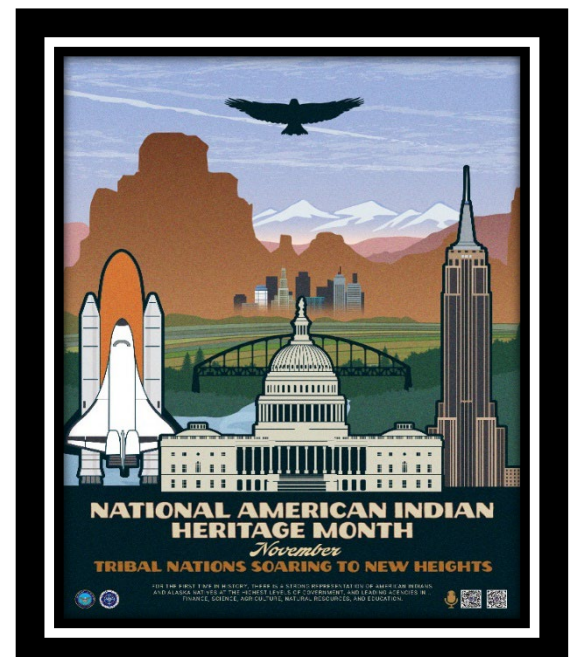
### Disability Employment Awareness Month, October

"The observation of National Disability Employment Awareness Month is established by Public Law and Presidential Proclamation. National Disability Employment Awareness Month is observed from 1 - 31 October of each year. The awareness event is observed so that Americans may reaffirm commitment to ensuring equal opportunity for all citizens and so that they may pay tribute to the accomplishments of men and women with disabilities who contributed, continue to contribute, and wish to contribute to making the nation's economy strong. The theme for this event changes each year." — [DEOMI](#) —



### American Indian Heritage Month, November

"The observation of National American Indian Heritage Month has its roots in Public Law 99-471. Over several years the observation was moved to different months but in 1990 Public Law 101-343 set the month-long observance in November. Each year the President issues a Proclamation in recognition of the observance. National American Indian Heritage Month is observed from 1 - 30 November of each year. The observance month recognizes American Indians for their respect for natural resources and the Earth, having served with valor in our nation's conflicts and for their many distinct and important contributions to the United States. Please note that the title of this observance varies between the various documents listed and DEOMI uses that title set forth in the 1990 and subsequent Public Laws. The theme for this event changes each year." — [DEOMI](#) —





## — TRAINING



### CATCH UP ON REQUIRED TRAINING



Per HQ IMCOM directive, all IMCOM DA Civilian Employees must attend the Equal Employment Opportunity (EEO), Anti-Harassment (AH), and the Notification of Federal Employees Anti-Discrimination and Retaliation (NO FEAR) Act training hosted by their local EEO Office. For employees during irregular work hours, contact the EEO Office to coordinate for training sessions. Non-IMCOM DA Civilian Employees unsure how to receive training may contact the EEO Office for guidance and assistance.

### Non-Supervisors

TARGET AUDIENCE: **Civilian Employees in Non-Supervisory positions**

DATES: 2024: Nov 21 | 2025: Feb 20 | May 15 | Aug 21 | Sep 18

TIMES: 1300-1400

ACCESS: [MS TEAMS](#)

### Supervisors

TARGET AUDIENCE: **Managers and Supervisors**

DATES: 2024: Nov 21 | 2025: Feb 20 | May 15 | Aug 21 | Sep 18

TIMES: 1430-1530

ACCESS: [MS TEAMS](#)



### Quotes of the Quarter

“Just because a man lacks the use of his eyes doesn’t mean he lacks vision.”

Stevie Wonder —