

How Do I Request a Reasonable Accommodation?

To request a reasonable accommodation, the first thing you must do is contact your supervisor. The reasonable accommodation process begins when you and your supervisor engage in an interactive discussion regarding your limitations

What if I only have questions about the Reasonable Accommodation Process?

For questions or concerns about the Reasonable Accommodation process, whether you are an employee or a supervisor, please feel free to contact the Disability Program Manager (DPM) at the number listed below.

Note: Supervisor's must contact the DPM within **2 Business Days** upon receipt of a reasonable accommodation request.

Disability Program Manager
Ms. Lesa Willard
334-255-1377

Where Do I go if I only have questions?

We will be happy to assist you with any questions you may have about the EEO Complaint Process at our office, or at any of the numbers listed below



Contact Information

Office location:
9400 Dust Off Street
Fort Novosel, AL 36362

Staff:
EEO Officer, Craig Tuttle
(334) 255 9219

EEO Specialist, Holli Miller
(334) 255-2061

Disability Program Manager, Lesa Willard
(334) 255 1377

Fort Novosel Equal Employment Opportunity Office



We are here for You!

Office Location
9400 Dust Off Street
Fort Novosel, AL 36362

Who are We?

We are your Fort Novosel Equal Employment Opportunity Office.

Who we Service?

We service all Department of the Army Civilians, applicants, and certain contractors on Fort Novosel when it comes to filing complaints of discrimination and requesting reasonable accommodations.

What do we Do?

The EEO Office is responsible for ensuring that all person's have the right to equal employment opportunity in the terms and conditions of their employment without the fear of discrimination or reprisal based on Race, Color, Religion, National Origin, Sex, Age, Disability, or Genetic Information, whether applying for a job here at Fort Novosel or as a current employee.



Services Offered

We provide the highest level of customer service while providing the following services:

- ✓ **Advisory Services**
- ✓ **Training Programs**
 - No FEAR Act
 - EEO Awareness
 - Team Member Orientation
 - Supervisor Requested
- ✓ **Mediation Services:** *The EEO Office offers mediation services to facilitate workplace disputes at the lowest level.*
- ✓ **EEO Counselling:** *The EEO Office provides Equal Employment Opportunity Counseling throughout the complaint process to ensure that your concerns are addressed appropriately and in a timely manner IAW Regulatory requirements.*
- ✓ **Reasonable Accommodation Assistance:** *The EEO Office provides advisory service and oversight on the Reasonable Accommodation program. Those persons interested in requesting a Reasonable Accommodation should first contact their supervisor.*

How Do I File a Complaint?

*The first thing you must do if you feel as though you have been discriminated against is to contact our Office within **45 Calendar Days** from the date of the incident, or the date you became aware of the incident.*

From there, an EEO Specialist will explain your options, provide you with your rights and responsibilities, and guide you through the EEO Complaint Process. It's that easy.

