



USAG Fort Stewart/HAAF Equal Employment Opportunity (EEO) Quarterly Newsletter

Army & IMCOM Values

- Loyalty
- Duty
- Respect
- Selfless Service
- Honor
- Integrity
- Personal Courage
- Vision
- Consistency
- Empowerment

A Note from your EEO Team

To our Army Civilian Professionals:

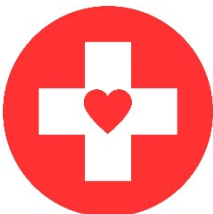
In an era of constant change and unique challenges, we want to take a moment to express our sincere appreciation for your unwavering dedication. Your resilience and commitment to “staying the course” in service to our nation’s mission are truly commendable. It is during these times that the strength of our community and the importance of our shared values come into sharp focus.

Understanding Reasonable Accommodations

A reasonable accommodation is any change in the work environment or in the way things are usually done that enables an individual to perform the duties of their position or enjoy equal employment opportunities. The Army is required by federal law to provide reasonable accommodations for two main reasons:



For Religious Beliefs: To allow an employee to comply with their sincerely held religious practices and/or beliefs



For Medical Conditions: To support employees with a physical or mental impairment that substantially limits one or more major life activities

Religious Accommodations

Common adjustments to the work environment include:

- Flexible Scheduling & Leave: Allowing for attendance at religious services or observances
- Modified Dress & Grooming: Permitting religious articles of clothing or facial hair
- Adjusted Work Duties: Providing a quiet space for prayer or exemption from events that violate sincere beliefs

Medical Accommodations

The requirement to accommodate comes from Section 501 of the Rehabilitation Act of 1973. Examples of accommodations include:



Modified Work Schedules



Job Restructuring



Accessible Facilities



Assistive Technology



Leave



Reassignment *(as a last resort)*

What’s Generally Not a “Reasonable” Accommodation?

| Not Required | Why? |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Eliminating Essential Job Functions | The employee must be able to perform the core duties of the job |
| Lowering Performance Standards | The quality and quantity of work must still meet standards |
| Providing Personal Use Items | The accommodation is for work-related barriers (e.g., providing a special chair for the office, not for home) |
| Changing a Supervisor | This is a change to management, not the work environment |

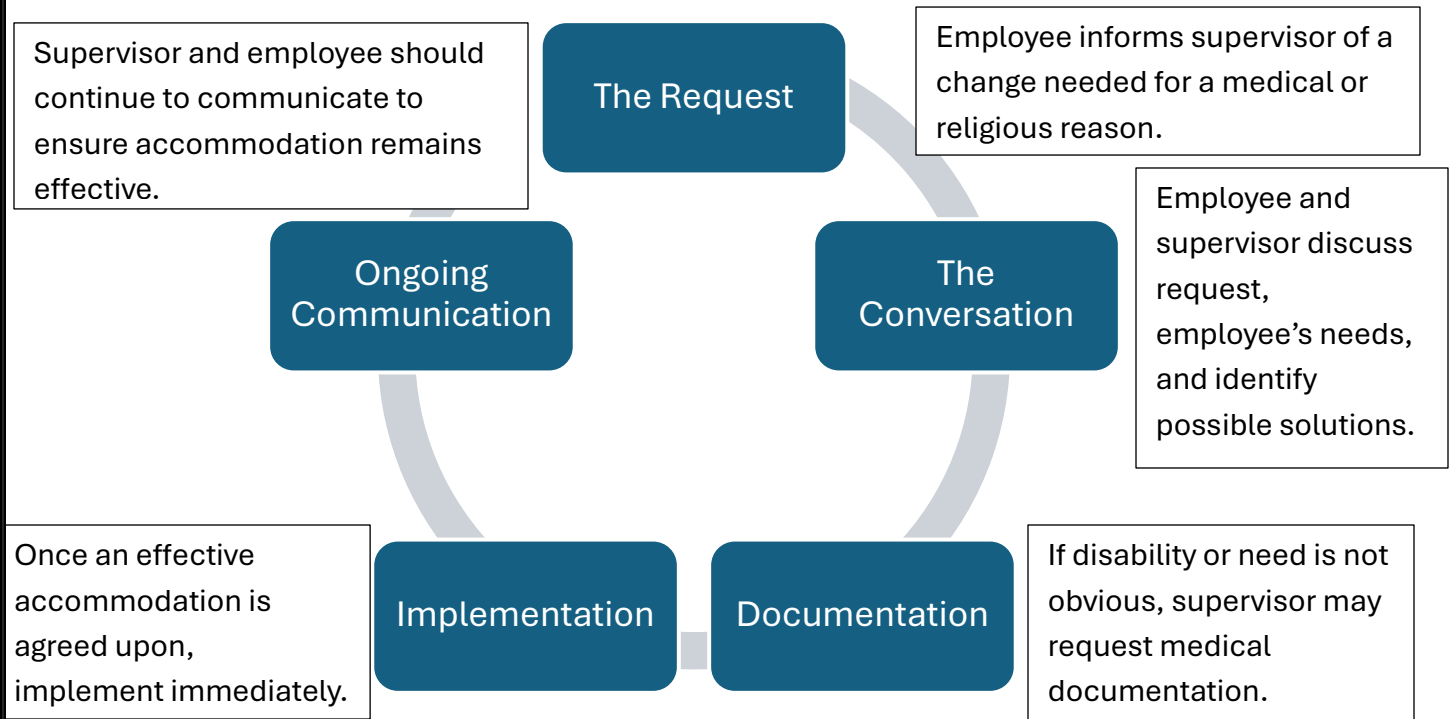
Defining “Undue Hardship”

Army is required to provide an accommodation *unless* it creates an “undue hardship.”

| | | |
|-------------------|--------------------------------------|------------------------------------------------------------------------------------------------------|
| Disability | “Significant difficulty or expense” | Analysis considers the nature and cost of the accommodation in relation to Big Army |
| Religion | “More than a <i>de minimus</i> cost” | Substantial cost, compromising safety, decreasing efficiency, or infringing on other employee rights |

The Interactive Process: A Step-by-Step Guide

This process is a collaborative dialogue. Here’s how it works:



Effective vs. Preferred Accommodation

A common point of confusion is what happens when an employee requests a specific solution. The supervisor’s goal is to find a solution that works, even if it’s not the exact one the employee proposed. The legal duty is to provide a solution that works, not necessarily the employee’s preferred one.



Your Privacy is Protected

All medical information obtained during the reasonable accommodation process is kept confidential and stored separately from personnel files. It is shared only with individuals on a strict “need-to-know” basis to approve and implement the accommodation.

Roles & Responsibilities

| Who | Key Responsibilities |
|----------------------------|--------------------------------------------------------------------------------------------------------------------|
| Employee | Initiate the request, Participate in the process, Provide information, Be flexible |
| Supervisor | Recognize & act on requests, Engage in the process, Make an informed decision, Implement, Maintain confidentiality |
| EEO/DPM | Manage the process, Provide guidance, Facilitate dialogue, Ensure compliance |
| HR | Advise on policy, Assist with job reassignments, Coordinate benefits |
| Legal | Provide legal guidance, Assess risk, Review complex cases |
| Occupational Health | If needed, interpret medical documentation to ensure accommodation is safe and effective |

You can now find us online!

Visit: <https://home.army.mil/stewart/about/Garrison/garrison-staff-offices/equal-employment-opportunity>

- **Visit us:** 1042 William H. Wilson Ave, Bldg. 622, Suite 203 (2nd Floor)
- **Call us:** (571) 801-8481
- **E-mail us:** usarmy.stewart.usag.list.eeo-all@army.mil
- **Hours of Operation:** 0800 – 1630 hours, Monday through Friday

Meet the Staff

**EEO Officer
Shameka Howard**



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