

## Reasonable Accommodations Program

A reasonable accommodation (RA) is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities.

It is the policy of the Department of the Navy that all military and civilian supervisors and employees shall make every effort to provide RAs to qualified individuals and applicants with disabilities unless doing so would create an undue hardship.

### Three categories of RA

**1. Application Process:** Modifications or adjustments to a job application process that enables a qualified applicant with a disability to be considered for the position.

### 2. Performing Essential Functions:

Modifications of adjustments to the work environment, or circumstances under which the position is customarily performed, that enables a qualified individual with a disability to perform the essential functions of the position.

**3. Benefits and Privileges:** Modifications or adjustments that enable an employee with a disability to enjoy equal access to benefits and privileges of employment (i.e. training, services programs, parties, and other social functions) as are enjoyed by other similarly situated employees without disabilities.

A request for a RA occurs when an employee or their representative makes the agency aware that they employee needs an adjustment or change at work for a reason related to a medical condition. To make an RA request, please speak with your supervisor or contact the RA Coordinator.

RA Coordinator: Mr. Rob Hollander  
360-315-0472 or [robert.j.hollander.civ@us.navy.mil](mailto:robert.j.hollander.civ@us.navy.mil)

## EEO Mission

- Create an atmosphere of inclusion.
- Promote free and open competition for employment opportunities.
- Ensure all persons are provided equal opportunity to participate in the full range of employment opportunities to achieve their fullest potential.

### Essential Elements of a Model Program

1. Demonstrated commitment form leadership
2. Integration of EEO into the strategic mission
3. Management and program accountability
4. Proactive prevention of unlawful discrimination
5. Efficiency
6. Responsiveness and legal compliance

### For More Information

Contact the EEO Office at  
360-315-5855 or

[KYPT\\_ADR@navy.mil](mailto:KYPT_ADR@navy.mil)

You may also visit us on Fusion at:  
<https://wiki.navsea.navy.mil/x/MmnAAw>



# Equal Employment Opportunity (EEO), Diversity & Inclusion Division

EEO Officer:  
CAPT Clint Hoskins, USN

Deputy Director EEO:  
Vacant

Email: [KYPT\\_ADR@navy.mil](mailto:KYPT_ADR@navy.mil)  
Phone: 360-315-5855

Location: Building 40

Fax: 360-396-1580



## Alternative Dispute Resolution Program

Alternative Dispute Resolution (ADR) is an alternative method for resolving disputes and problems outside of the traditional process of grievances, EEO complaints, and litigation. Mediation is the ADR process most commonly used by the DON.

Mediation is a voluntary ADR process in which a trained, certified, neutral person facilitates discussion between two or more parties to help them arrive at a mutually agreeable resolution of a dispute.

### Goal of ADR

- Resolve disputes and conflicts at earliest stage feasible
- Resolve disputes quickly
- Resolves disputes inexpensively

### Benefits of Using ADR

- Confidential
- Maintains work relationships
- It's not about fault or blame, it's about results
- Improves communications
- Provides "Real Time" responses to the issues involved
- Promotes creative solutions
- Less expensive
- Fast

For further information on ADR, please email the EEO office at [KYPT\\_ADR@navy.mil](mailto:KYPT_ADR@navy.mil)

## Discrimination Complaints Program

Civilian employees, former employees, and applicants for employment who believe they have been discriminated against because of their race, color, religion, sex, national origin, age (40 years and older), disability, genetic information, or in reprisal for protected activity (i.e., oppositions to prohibited discrimination or participation in the EEO complaints process) should contact an EEO counselor. To be considered timely, complaints must be filed within 45 calendar days of, or becoming aware of, the alleged discriminatory act, or in the case of a personnel action, within 45 calendar days of the effective date of the action.

EEO counselors are a neutral party; they do not represent the aggrieved, the responsible management official, or the agency. The EEO counselor represents the complaint process.

If you wish to speak with an EEO counselor, please contact Ms. Jolene Wood at 360-315-5855/  
[jolene.k.wood.civ@us.navy.mil](mailto:jolene.k.wood.civ@us.navy.mil) or you can email the office at [KYPT\\_ADR@navy.mil](mailto:KYPT_ADR@navy.mil)

## Special Emphasis Programs

Special Emphasis Programs (SEPs) are an integral part of the overall EEO, Diversity & Inclusion Program and they are intended to enhance the employment, training, and advancement of the workforce, to include; minority groups, women, and disabled individuals. Special Emphasis Program Managers (SEPMs) are Collateral duty positions designed to promote the recruitment, hiring, development and training, promotion, award recognition, and retention of particular group(s).

### Keyport's SEPs

Asian American/Pacific Islander

American Indian/Alaskan Native

Black Employment

Federal Women's

Hispanic/Latino Employment

Individuals with Disabilities

Lesbian/Gay/Bisexual/Transgender Alliance

Veterans Employment

If you're interested in becoming a SEPM, or would like to contact the current SEPM, please email us at [KYPT\\_ADR@navy.mil](mailto:KYPT_ADR@navy.mil)



## Personal Assistance Services (PAS)

As required by 29 Code of Federal Regulations (C.F.R.) §1614.203(d)(5), a regulation implementing Section 501 of the Rehabilitation Act of 1973, as amended, Federal agencies are required to provide Personal Assistance Services (PAS), in addition to reasonable accommodation, during work hours and work-related travel to employees with targeted (severe) disabilities unless doing so would impose an undue hardship.

PAS allow individuals to perform activities of daily living that an individual would typically perform if he or she did not have a disability, such as assistance with removing and putting on clothing, eating, and using the restroom.

For more information regarding PAS, please contact the Disability Program Manager, Mr. Rob Hollander/  
[robert.j.hollander.civ@us.navy.mil](mailto:robert.j.hollander.civ@us.navy.mil) or 360-315-0472