



DEPARTMENT OF THE NAVY
U.S. FLEET FORCES COMMAND
1562 MITSCHER AVENUE SUITE 250
NORFOLK VA 23551-2487

**U.S. FLEET FORCES COMMAND REASONABLE ACCOMMODATION
POLICY STATEMENT**

1. I am personally committed to ensuring processes are in place and followed to promote the employment and retention of individuals with disabilities.
2. I fully support the reasonable accommodation requirements of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990. We will implement reasonable accommodations for employees and applicants who are qualified individuals with a disability as soon as reasonably possible, unless to do so would cause undue hardship. Managers, supervisors, and leaders will process requests for reasonable accommodation in compliance with Department of the Navy requirements.
3. An individual with a disability is someone who (1) has a mental or physical impairment that substantially limits one or more major life activity, (2) has a record of such impairment, or (3) is regarded as having such impairment. A qualified individual with a disability is someone who can perform essential functions of the position in question with or without an accommodation, meets the requisite skills, experience, education, and other job related requirements of the position.
4. A reasonable accommodation is a change in the work environment or how jobs are customarily performed, to enable individuals with disabilities to enjoy equal opportunities and access to benefits available to other individuals in the work place.
5. The U.S. Fleet Forces Command point of contact is Ms. Rose M. Menil, who can be reached at: (757) 396-5512, or personnel can use the Equal Employment Opportunity hotline at: (757) 396-7888.

A handwritten signature in black ink, appearing to read "K. O. Thomas", is positioned above the printed name.

K. O. THOMAS