



EQUAL EMPLOYMENT  
OPPORTUNITY OFFICE

September 5, 2024

## **Reasonable Accommodation Policy Statement**

### **Our Commitment**

The National Archives and Records Administration (NARA) is committed to providing Reasonable Accommodations (RA) to all qualified NARA employees and applicants at all NARA facilities, to enable individuals to apply for, perform the essential functions of that position, and enjoy the benefits and privileges of employment. NARA's Disability Program Office processes RAs in compliance under the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, Executive Order 13548, 29 CFR 1614.102, and 29 CFR 1630. Additionally, NARA is committed to the affirmative action goal of having 12 percent of its workforce be people with disabilities, and 2 percent of its workforce be people with targeted disabilities.

### **Reasonable Accommodation**

A Reasonable Accommodation is any modification or adjustment to the work environment or to the manner or circumstances under which the position held or desired is customarily performed. RAs can be temporary or ongoing depending on the circumstances and can be requested at any time. The RA process is voluntary and can be requested at any time verbally or in writing. The Disability Program Office is a neutral resource that can provide support and recommendations throughout the process. The Disability Program Office strives to process RA requests within 30 business days, with the exception of extenuating circumstances and while awaiting medical documentation.

### **Requesting and Processing a Reasonable Accommodation**

Requests should be submitted to the employee's supervisor or can be submitted to [accommodation@nara.gov](mailto:accommodation@nara.gov) and documented on the NA Form 3043. Once a request is submitted, the Disability Program Office may reach out to the supervisors and employees to assist with processing. The supervisor and employee must engage in an open and collaborative discussion to assess the employee's needs and identify potential accommodation(s). An interim accommodation should be put in place while the request is being processed, as feasible. The Disability Program Office will request medical documentation to substantiate the need as necessary. Once all necessary information is received the supervisor will be notified. Finally, the Deciding Official renders a decision for an effective accommodation or will work with the Disability Program Office for alternative recommendations. The supervisor and employee will continue to monitor the accommodation to ensure it remains effective.

**Reasonable Accommodation Policy**

This policy statement is a summary overview of the RA guidance. Please see the official [Interim Guidance NARA 303-1, Reasonable Accommodations](#) for detailed information regarding each aspect of requesting, processing, deciding, and delivering Reasonable Accommodations.



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