



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(MANPOWER AND RESERVE AFFAIRS)
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

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MEMORANDUM FOR DISTRIBUTION

SUBJECT: Improvements to the Department of the Navy's Process for Executing Reassignment as a Reasonable Accommodation

Each federal employer, including the Department of the Navy (DON), is legally required to consider reassignment to a vacant position as a form of reasonable accommodation (RA) when the agency has determined that no other RA will permit an employee with a disability to perform the essential functions of their position of record. In keeping to these requirements, the DON is implementing notable improvements to the existing reassignment as an RA process for identifying vacant positions and facilitating placement DON-wide.

The following changes to the reassignment procedures are to be implemented effective January 13, 2020, and apply to RA requests that have not yet entered the reassignment phase of the process:

1. Reducing the timeframe for executing the DON-wide search for vacant positions from 60 days to 30 days;
2. Encouraging collaboration between the Human Resources Office (HRO) as the responsible party for determining qualifications, with the servicing Office of Civilian Human Resources (OCHR) Operations Center, to review and finalize documented employee qualifications determinations;
3. Considering only the vacancies where the geographic location matches the employee's preferences, and where the occupational series/grade levels match those that the employee is qualified to perform;
4. Continuing the recruitment process for the matched vacancy when potential matches are identified during the DON-wide search, up to the tentative job offer;
5. Delegating the Commanding Officer (CO) signature requirement within the DON-wide search for vacant positions to the hiring manager of the matched vacancy; and
6. Establishing an avenue for which employees seeking reassignment can participate in HRO-led formalized counseling session prior to the initiation of the job search.

These above listed changes intend to maximize efficiencies and enhance effectiveness of the reassignment as a reasonable accommodation process, incorporating technological capabilities and process improvements to streamline the DON-wide search for vacant positions. These modifications supersede the relevant aspects of the process outlined in the DON Civilian Human Resources Manual (CHRM) Subchapter 1606, DON Procedures for Processing Requests for Reasonable Accommodation, and replace the Guidance and Advice Memorandum (GAM) #86 on Reassignment as a Reasonable Accommodation.

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FOR EXECUTING REASSIGNMENT AS A REASONABLE
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The accompanying documents and resources for implementing these process changes will be posted prior to implementation on the DON Office of Equal Employment Opportunity portal page within the DON Policy & Guidance folder, which are available at this link:

<https://portal.secnave.navy.mil/orgs/MRA/DONHR/EEO/Pages/default.aspx>

Please direct any questions regarding this memorandum or the DON's RA program to Meena Farzanfar, DON Disability Program Manager, at meena.farzanfar@navy.mil.

Paige Hinkle-Bowles

Paige Hinkle-Bowles
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