



**502d Air Base Wing Equal Opportunity Office**  
**Joint Base San Antonio (JBSA)**  
**2428 Stanley Road, Bldg 142, JBSA-Fort Sam Houston TX 78234**



## REASONABLE ACCOMODATIONS (RA):

A reasonable accommodation is any change in the work environment or the way things are customarily done that would enable an individual with a disability to enjoy EEO. Three categories of reasonable accommodations are available for employees or applicants with disabilities:

- Modifications or adjustments to the application process to permit an individual with a disability to be considered for a job (for example, providing application forms in alternative formats such as large print or Braille).
- Modifications or adjustments necessary to enable a qualified individual with a disability to perform the essential functions of the job (for example, providing a sign language interpreter or teletype (TTY) device).
- Modifications or adjustments that enable IWDs to have equal benefits and privileges of employment (for example, removing physical barriers in buildings or providing wheelchairs or motorized scooters to facilitate easy access to buildings).

## WHO WE SERVICE:

- Current Army Civilian Employees (Appropriated and Non-Appropriated Fund)
- Applicants for Army Civilian Employment
- NOTE: Current Air Force Employees (Appropriated and Non-Appropriated Fund) are serviced by 802nd FSMC and may contact Employee/Labor Relations Specialist for assistance.

## WHEN TO CONTACT US:

- Supervisors of Army employees must contact the 502nd ABW Disability Program Management office within two (2) days of their employee's request for an accommodation.
- Employees with questions about the process may contact the 502nd ABW Disability Program Management office anytime.

## SCHEDULE AN APPOINTMENT:

**For questions about Reasonable Accommodations, or to schedule an appointment email: [502abw.eo.ra-fsh@us.af.mil](mailto:502abw.eo.ra-fsh@us.af.mil)**