

THE AFFIRMATIVE EMPLOYMENT PROGRAM

Columbus AFB is committed to a policy of nondiscrimination in all personnel practices to ensure equal opportunity for employment, promotion, and training for all segments of the workforce. The Affirmative Employment Program (AEP) is an integral part of the Equal Employment Opportunity program. The AEP was created to achieve the goals of a workforce that represents our diverse population and to recruit, place, and retain qualified women, minorities, and persons with disability. The AEP requires managers and supervisors to develop strategies to effectively recruit, employ, and promote qualified members of target groups that have lower than expected participation rates when compared to their benchmark rates. It also requires managers to identify and remove barriers that impede employment and advancement opportunities for minorities, women, and persons with disabilities.

The objectives of the Affirmative Employment Programs are to:

- Eliminate the existence of work force imbalances of minorities, women, and persons with targeted disabilities within the workforce;
- Ensure minorities, women, and individuals with disabilities have equal opportunity in all personnel processes, including recruitment, hiring, promotion, training, and awards; and,
- Implement the Affirmative Employment Program as a management process to correct barriers that limit employment opportunities for members of a particular race, ethnic background, sex, or because of a disability.

REGULATIONS, GUIDANCE AND POLICY

- [Title VII of the Civil Rights Act](#)
 - [The Pregnancy Discrimination Act](#)
- [Equal Pay Act](#)
- [Age Discrimination in Employment Act](#)
- [Title I and Title V of the Americans with Disabilities Act](#)
- [Sections 501 & 505 of the Rehabilitation Act](#)
- [Civil Rights Act](#)
- [The Genetic Information Nondiscrimination Act of 2008 \(GINA\)](#)
- [Notification and Federal Employee Antidiscrimination and Retaliation Act](#)
- [Architectural Barriers Act of 1968 \(42 U.S.C. §§ 4151–57\)](#)

REASONABLE ACCOMMODATIONS

A reasonable accommodation 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. An accommodation must be effective in meeting the needs of the individual. In the context of job performance, this means that a reasonable accommodation enables the individual to perform the essential functions of the position. Similarly, a reasonable accommodation enables an applicant with a disability to have an equal opportunity to

participate in the application process and to be considered for a job. Finally, a reasonable accommodation allows an employee with a disability an equal opportunity to enjoy the benefits and privileges of employment that employees without disabilities enjoy.

There are three categories of "reasonable accommodations":

Modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for the position such qualified applicant desires; or

Modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position; or

Modifications or adjustments that enable a covered entity's employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by its other similarly situated employees without disabilities.

Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential functions, with or without an accommodation. The Americans with Disabilities Act (ADA) requires employers to provide reasonable accommodations to qualified individuals with disabilities, unless doing so would pose an undue hardship to the agency. An individual meets the Americans with Disabilities Act definition of "disability" that would qualify them for reasonable accommodations if they have "a physical or mental impairment that substantially limits one or more major life activities. The ADA prohibits discrimination based on an employee's disability or perceived disability.

How to Request Reasonable Accommodation?

When an individual decides to request a reasonable accommodation, the individual or their representative must let the employer know that they need an adjustment or change at work for a reason related to a medical condition. The request does not have to be in writing. Individuals may request accommodation in conversation or in other forms of communication. To request accommodation, an individual may use "plain English" and does not need to mention the ADA or use the phrase "reasonable accommodation." Family members, friends, or health professionals may request an accommodation on behalf of the individual with a disability.

Reasonable Accommodation Request Form *To view the form, please download the PDF and enable all features.

Requests for Personal Assistance Services

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.

Personal Assistance Services Request Form

For additional information regarding the reasonable accommodation process or to request a reasonable accommodation, contact the Disability Program Manager at (662) 434-7302.

Management Directive 715

Management Directive 715 (MD-715) is the policy guidance which the Equal Employment Opportunity Commission (EEOC) provides to federal agencies for their use in establishing and maintaining effective programs of equal employment opportunity under Section 717 of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, 42 U.S.C. § 2000e et seq., and Section 501 of the Rehabilitation Act of 1973 (Rehabilitation Act), as amended, 29 U.S.C. § 791 et seq. The MD-715 provides a roadmap for creating effective equal employment opportunity (EEO) programs for all federal employees as required by Title VII and the Rehabilitation Act. The MD-715 took effect on October 1, 2003.