

Reasonable Accommodations

Guidance

- Rehabilitation Act of 1973
- AFI 36-2710
- Requires all federal agencies to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship.

What is reasonable accommodation?

- Reasonable accommodation (RA) is a modification to a job or work environment, or to a policy or procedure to enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions.

What does a reasonable accommodation accomplish?

- Reasonable accommodation ensures that a qualified person with a disability has the same rights and privileges of employment as those without disabilities.

Who is the decision authority for reasonable accommodation?

- The first level supervisor is the decision authority for reasonable accommodation. Once you are aware there may be a need for reasonable accommodation, contact your DPM who will assist in the process.

How should an employee request a reasonable accommodation?

- A person with a disability can make the request orally or in writing. The individual need only note that they are experiencing some limitation due to a medical condition. They need not use any special language such as “disability” or “reasonable accommodation.” The request may be made to a supervisor, manager or to the DPM. This triggers the “interactive process”.