

REASONABLE ACCOMMODATION

1. PURPOSE. Executive Order 13164 mandates that federal agencies establish effective written procedures for processing requests for reasonable accommodation for (1) qualified individuals with disabilities in the application process for federal employment; (2) qualified federal employees with disabilities to perform the essential functions of a position; and (3) qualified federal employees with disabilities to enjoy the benefits and privileges of employment equal to those enjoyed by employees without disabilities.

This administrative directive implements the Defense Nuclear Facilities Safety Board's (Board) procedures for processing requests for reasonable accommodation for qualified individuals with disabilities who are employees and requests for accommodation for individuals with disabilities who are applicants for employment. The administrative directive explains what "reasonable accommodation" means and who is entitled to receive it. It also addresses what constitutes a request for accommodation, the form and substance of the request, and the Board's ability as an employer to ask questions and seek documentation after a request has been made.

2. ACTION. This administrative directive is effective October 31, 2001.
3. SCOPE. Federal employees of the Board and applicants for Board employment.
4. REFERENCES.
 - a. The Americans with Disabilities Act of 1990, as amended, 42 U.S.C. §§ 12101 et seq.
 - b. Executive Order 13164, July 26, 2000
 - c. The Rehabilitation Act of 1973, as amended, 29 U.S.C. § 701: et seq.
 - d. EEOC Notice No. 915.002, October 20, 2000
 - e. Code of Federal Regulations, Title 29, 1630 and 1614

5. DEFINITIONS.
 - a. Accommodation. Any change in the work environment or in the way work is customarily performed that enables an individual with a disability to enjoy equal employment opportunities. Accommodations may include, but shall not be limited to: making facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, appropriate adjustment or modification of examinations, the provision of readers and

interpreters, reassignment to a vacant position for which the individual is qualified, and other similar actions.

- b. Disability. A physical or mental impairment which substantially limits one or more major life activities. Such impairments are any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, cardiovascular, reproductive, digestive, respiratory, genitourinary, hematic and lymphatic, skin, and endocrine. Also included are mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
- c. Major Life Activities. Functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- d. Essential Functions. Those job duties that are so fundamental to the position that the individual cannot do the job without being able to perform them. A function can be "essential" if, among other things, the position exists specifically to perform that function, there are a limited number of other employees who could perform the function if it were assigned to them, or the function is specialized and the incumbent is hired based on his/her ability to perform it.
- e. Extenuating Circumstances. Factors that could not reasonably have been anticipated or avoided in advance of the request for accommodation. This could include situations in which equipment has been placed on back order or when a vendor unexpectedly goes out of business.
- f. Qualified Individual with a Disability. An individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position in question without endangering the health or safety of the individual or others and who satisfies the requisite skill, experience, education, and other job-related requirements of the position.
- g. Reasonable Documentation. Such documentation as is needed to establish that a person has a disability, and that the disability necessitates a reasonable accommodation.
- h. Undue Hardship. Undue hardship means significant difficulty or expense and focuses on the resources and circumstances of the employing agency in

relationship to the cost or difficulty of providing a specific accommodation. Undue hardship refers not only to financial difficulty, but to accommodations that are unduly extensive, substantial, or disruptive, those that would endanger the health and safety of the individual or others, or those that would fundamentally alter the operations of the Board.

6. POLICY. It is the policy of the Board to fully comply with the reasonable accommodation requirements of the Rehabilitation Act of 1973, Executive Order 13164, and associated EEOC policy guidance. Federal agencies must provide reasonable accommodation to qualified employees and applicants with disabilities, unless to do so would cause undue hardship to the agency. The Board is committed to providing reasonable accommodations to its employees and applicants for employment in order to ensure that individuals with disabilities enjoy full access to equal employment opportunities.

7. RESPONSIBILITIES.

- a. General Manager. Ensures that the DNFSB has effective written procedures for processing reasonable accommodation requests in a prompt, fair, and efficient manner.
- b. Division of Human Resources. Oversees the orderly implementation of the DNFSB's reasonable accommodation program including:
 - (1) Assisting supervisors and other management officials in reviewing requests for reasonable accommodation;
 - (2) Maintaining the DNFSB system of records on reasonable accommodation requests, and ensuring the confidentiality of medical information received in accordance with applicable laws and regulations.
 - (3) Assisting applicants for Board vacancies with reasonable accommodation requests.
- c. First-line Supervisor. Responsible for engaging in an interactive process with an employee requesting accommodation, and rendering a decision on such requests within the time frames specified in this directive.
- d. Qualified Employee with a Disability. It is the responsibility of the employee with a disability to request accommodation when needed. The request may be done either orally or in writing. Upon request, the employee is also responsible for providing reasonable documentation related to his/her

disability and the functional limitations it causes (See Section 16, Reasonable Documentation). Failure to provide necessary documentation where it has been properly requested may result in denial of the requested accommodation. While the individual with a disability does not have to be able to specify the exact accommodation needed to perform the essential functions of his/her position, she/he does need to describe the problems posed by the workplace barrier.

- e. Applicant With a Disability. It is the responsibility of the applicant for a Board position to request accommodation for the application process when needed. This may be done either orally or in writing. Applicants for positions with the Board should contact the Human Resources Specialist named in the vacancy announcement to express a need for reasonable accommodation. The applicant is also responsible for providing documentation related to his/her disability and the functional limitations it causes where the disability and/or need for accommodation is not obvious. Failure to provide necessary documentation where it has been properly requested, may result in denial of the requested accommodation. While the applicant with a disability does not have to be able to specify the exact accommodation needed, she/he does need to describe the problems posed by a workplace barrier or application process.

- f. Agency Officials Responsible for Receiving Accommodation Requests.
 - (1) For Employees. The agency's obligation to consider an employee's accommodation request will begin when the employee makes that request to any of the following: his/her first-line supervisor; a supervisor or manager in his/her immediate chain of command; the Director of EEO; or the Division of Human Resources.
 - (2) For Applicants. The agency's obligation to consider an applicant's accommodation request will begin when the applicant makes that request to any agency employee with whom the applicant has contact.

Agency employees designated to receive accommodation requests will be responsible for notifying, if necessary, any other agency personnel who will be involved in making a decision about the request. In the case of Board employees, this will be the first-line supervisor.

- 8. ASSISTANCE. Copies of this administrative directive will be posted on the Board's Intranet web page and in the public reading room located at the Defense Nuclear Facilities Safety Board's headquarters offices at 625 Indiana Avenue, NW,

Suite 700, Washington, DC 20004-2901. Questions regarding the content of this administrative directive should be directed to the Director of Human Resources (Phone: 202/694-7000).

9. EXPECTED OUTCOME. Implementing the procedures set forth in this administrative directive will enable the Board to process requests for accommodations in a prompt, fair, and efficient manner and assure that individuals with disabilities understand how to request an accommodation and know what to expect.
10. TYPES OF ACCOMMODATION. The Rehabilitation Act of 1973 requires employers to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, regardless if they work full-time or part-time, or are probationary employees, unless to do so would cause undue hardship to the employer. There are three categories of reasonable accommodations:
 - Modifications or adjustments to a **job application process** that enable an applicant with a disability to be considered for the position; 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; and
 - Modifications or adjustments that enable employees with disabilities to enjoy equal benefits and privileges of employment (e.g., attending a training program or social event).

There are a number of possible reasonable accommodations that may be made with modifications to the work environment or adjustments in how and when a job is performed. These include, but are not limited to:

- Making existing facilities accessible;
- Job restructuring;
- Part-time/modified work schedules or location of work;
- Approval of paid or unpaid leave;
- Acquiring or modifying equipment;
- Changing tests, training materials, or policies;
- Providing qualified readers or interpreters; and
- Reassignment to a vacant position (if appropriate).

Reassignment to a vacant position will be considered if the agency determines that no other effective accommodation will enable the employee to perform the essential functions of the current position, or if all other possible accommodations would impose undue hardship to the Board. The Director of Human Resources will assist the employee's supervisor in conducting a search of all available positions for which the employee is qualified. The employee is "qualified" for the vacant position if he/she (1) satisfies the requisite skill, experience, education, and other job-related requirements of the position, and (2) can perform the essential functions of the position with or without reasonable accommodation. Reassignment is available only to employees.

11. APPLICANT REQUESTS FOR ACCOMMODATION. An individual with a disability may request an accommodation to the application process at any time during the application process (or during the period of employment if selected for the position). Applicants should request accommodation when they know that there is a workplace barrier or aspect of the application process that will prevent them, due to a disability, from effectively competing for the position. Applicants may make requests for accommodation to any agency employee with whom the applicant has contact.

Applicants normally interact with the Board's Human Resources staff. Therefore, the Human Resources Specialist named in the vacancy announcement will likely receive the request for accommodation. In such instances, the Division of Human Resources will be responsible for providing immediate accommodation to the applicant when possible, e.g., reading of vacancy announcement, or informing the supervisor of the position or appropriate agency official(s) of the accommodation request. The supervisor or agency official(s) informed will be responsible for making a decision on the accommodation request.

To ensure that all effective accommodations have been considered, the above decision makers should talk to the individual requesting the accommodation where the specific limitation, problem, or barrier is unclear; where an effective accommodation is not obvious; or where the parties are choosing between different possible reasonable accommodations.

12. EMPLOYEE REQUESTS FOR ACCOMMODATION. Employees may request accommodations verbally or may use any other mode of written communication (e.g., e-mail message or letter). To request an accommodation, the employee may use "plain English" and need not mention the Rehabilitation Act or use the phrase "reasonable accommodation." (See item 7f(1), Agency Officials Responsible for Receiving Accommodation Requests.

13. THE REASONABLE ACCOMMODATION PROCESS. Whenever possible, the supervisor is authorized to approve requests for accommodation. Upon receiving a direct request for accommodation or a referral of such request from another Board official, the supervisor will complete DNFSB Form 112.1-1:7/01, "*Confirmation of Request for Reasonable Accommodation*" (See Appendix A) in consultation with the requestor. The supervisor should attach to this form any written information provided by the requestor and forward a copy of the completed form to the Director of Human Resources in a sealed envelope suitably marked "Privacy Act Material Enclosed."

The supervisor should initiate the accommodation interactive process without being asked if the supervisor:

- (1) Knows that the employee has a disability;
- (2) Knows, or has reason to know, that the employee is experiencing workplace problems because of the disability; and
- (3) Knows, or has reason to know, that the disability prevents the employee from requesting accommodation.

If the employee states that she/he does not need a reasonable accommodation, the Board will have fulfilled its obligation. If an employee refuses a reasonable accommodation to perform essential functions of his/her position or to eliminate a direct threat to the health and safety of the individual or others, the employee may not be qualified to remain in the position.

The supervisor may ask an employee with a known disability whether she/he needs a reasonable accommodation when the supervisor reasonably believes that the employee may need an accommodation. For example, a supervisor could ask a hearing-impaired employee who is being sent on a business trip if she/he needs a reasonable accommodation. Or, if a supervisor is scheduling a luncheon at a restaurant and is uncertain about what questions should be asked to ensure that the restaurant is accessible for an employee who uses a wheelchair, the supervisor may first ask the employee. A supervisor also may ask an employee with a disability who is having performance or conduct problems if she/he needs a reasonable accommodation.

Some examples of informal requests for accommodation are:

Example A: A new employee, who uses a wheelchair, informs the employer that her wheelchair cannot fit under the desk in her office. This is a request for accommodation.

Example B: An employee has been out of work for six months with an on-the-job injury. The employee's doctor sends the employer a letter, stating that the employee is released to return to work, but with certain work restrictions. Alternatively, the letter may state that the employee is released to return to a light duty position. The letter constitutes a request for accommodation. Before acting on the request, the agency should first confirm with the employee that the doctor's note was sent with the employee's consent.

A family member, friend, health professional, or other representative may request a accommodation on behalf of an individual with a disability.

Of course, the individual with a disability may refuse to accept an accommodation that is not needed. (The employee can refuse a needed accommodation and bear the consequences in reduced performance of essential functions.)

14. REVIEW OF ACCOMMODATION REQUEST. While an individual with a disability may request a change due to a medical condition, this request does not necessarily mean that the employer is required to provide the change. A request for accommodation is the first step in an informal, interactive process between the individual and the first-line supervisor to define what the reasonable accommodation means for that particular situation.

In some instances, before addressing the merits of the accommodation request, the supervisor needs to determine if the individual's medical condition meets the definition of "disability," a prerequisite for the individual to be entitled to a reasonable accommodation. The supervisor may request reasonable documentation that the individual has a disability and needs a reasonable accommodation. (See Section 16.)

15. DETERMINING AN APPROPRIATE ACCOMMODATION. The supervisor and the individual with the disability should engage in an informal process to clarify what the individual needs and identify the appropriate accommodation. The supervisor may ask the individual relevant questions that will assist in making an informed decision about the request. This includes asking what type of reasonable accommodation is needed.

Suggestions from the individual with a disability may assist the supervisor in determining the type of accommodation to provide. The supervisor may choose among accommodations as long as the chosen accommodation is effective. Thus, as part of the interactive process, the supervisor may offer alternative suggestions

for accommodations and discuss their effectiveness in removing the workplace barrier that is impeding the individual with a disability.

If there are two possible accommodations, and one costs more or is more burdensome than the other, the supervisor may choose the less expensive or less burdensome accommodation as long as it is effective. Similarly, when there are two or more effective accommodations, the supervisor may choose the one that is easier for the Board to provide.

In many instances, both the disability and the type of accommodation required will be obvious, and there may be little or no need to engage in discussions. In other situations, the supervisor may need to ask questions concerning the nature of the disability and the individual's functional limitations in order to identify an effective accommodation. While the individual does not have to be able to specify the precise accommodation, she/he does need to describe the problems posed by the workplace barrier.

In instances where neither the individual nor the supervisor is familiar with possible accommodations, there are extensive public and private resources to assist in the identification of reasonable accommodations once the specific limitations and workplace barriers have been ascertained (See Appendix D).

The Division of Human Resources will assist a supervisor in identifying possible accommodations.

16. REASONABLE DOCUMENTATION.

- a. Requesting Documentation. The Board is entitled to know that an employee or applicant has a disability that requires a reasonable accommodation. When a disability and/or need for accommodation is not obvious or not already known and the individual requests accommodation, the agency may require that the individual provide reasonable documentation about his/her disability and functional limitations.

Additionally, the agency may request supplemental documentation when information already submitted is insufficient to document the disability and/or functional limitations, or does not otherwise clarify how the requested accommodation will assist the individual in performing the essential functions of the job or to enjoy the benefits and privileges of the workplace.

Reasonable documentation means that the employing agency may require only the documentation that is needed to establish that a person has a disability, and that the disability necessitates a reasonable accommodation.

There are situations in which the supervisor cannot ask for documentation in response to a request for accommodation. Supervisors cannot ask for documentation when: (1) both the disability and the need for reasonable accommodation are obvious, or (2) the individual has already provided the employer with sufficient information to substantiate that she/he has a disability and needs the accommodation requested.

The supervisor may require that the documentation about the disability and the functional limitations come from an appropriate health care or rehabilitation professional. The appropriate professional in any particular situation will depend on the disability and the type of functional limitation it imposes. Appropriate professionals include, but are not limited to, doctors, psychologists, nurses, physical therapists, occupational therapists, speech therapists, vocational rehabilitation specialists, and licensed mental health professionals.

b. Scope of Documentation. The supervisor may request medical information or documentation regarding:

- The nature, severity, and duration of the individual's disability;
- The activities that the disability limits;
- The extent to which the disability limits the individual's ability to perform a particular workplace activity or activities; and/or
- Why the individual requires accommodation or the particular accommodation requested, as well as how the accommodation will assist the individual to perform the essential functions of the job or enjoy a benefit of the workplace.

The supervisor cannot ask for documentation that is unrelated to determining the existence of a disability and the necessity for an accommodation. If an individual has more than one disability, the supervisor can request information pertaining only to disabilities that require accommodation.

c. Applicant/Employee Responsibility. It is the responsibility of the applicant or employee to provide the appropriate medical information related to the

functional impairment at issue and the requested accommodation when the disability and/or need for accommodation is not obvious. Failure to provide the necessary documentation when it has been properly requested could result in a denial of the request for accommodation.

If an individual provides insufficient documentation in response to the supervisor's initial request, the supervisor should explain why the documentation is insufficient and allow the individual an opportunity to provide the missing information in a timely manner. Documentation is insufficient if it does not specify the existence of a disability and explain the need for accommodation.

- d. Independent Certification of a Disability. The Board may require an individual to go to an appropriate health care professional of the Board's choice if the individual provides insufficient information from his/her treating physician (or other health care professional) to substantiate that he/she has a disability and needs an accommodation. Since a doctor cannot disclose information about a patient without his/her permission, the Board must obtain a release from the individual that will permit his/her doctor to answer questions (See Appendix C). The release should be clear as to what information will be requested. The Board will maintain the confidentiality of all medical information collected during this process, regardless of where the information comes from. (See Section 23 on record keeping and authorized disclosure of this information.) Any medical examination conducted by the Board's health professional must be job-related and consistent with business necessity. This means that the examination must be limited to determining the existence of a disability and the functional limitations that require accommodation. If the Board requires an employee to go to a health professional of the employer's choice, the Board will pay all costs associated with the visit(s).

17. TIME LIMITS FOR RESPONDING TO ACCOMMODATION REQUESTS. Agency officials designated to receive accommodation requests (See item 7f) should respond expeditiously to requests for accommodation. In most instances, the official supervisor will inform the individual regarding approval or denial of a request for accommodation in writing within **10 working days** from the date he/she receives the request. The time necessary to respond to any particular request for accommodation will depend largely on the nature of the accommodation. When the requested accommodation is simple and straightforward, the official will act promptly to provide the reasonable accommodation as soon as possible.

Delivery of the Accommodation.

- a. Special Circumstances. There are some special circumstances that may influence the timing of the accommodation request processing and delivery. The Board requires expedited processing and delivery in situations where:
 - The accommodation is needed to enable an individual to apply for a job; or
 - The accommodation is needed for a specific agency activity that is scheduled to occur shortly.
 - b. Extenuating Circumstances. Providing a reasonable accommodation may be controlled by factors that could not reasonably have been anticipated or avoided in advance of the request for accommodation. These can include situations in which equipment must be back-ordered or the vendor has unexpectedly gone out of business. In circumstances where there is a delay in either processing a request for, or delivering a reasonable accommodation, the supervisor or agency official will notify the individual of the reason for the delay and keep the individual informed of the date that the Board expects to complete the process. In these situations, the supervisor or agency official will investigate whether there are temporary accommodation measures that could be taken to assist the individual with the disability.
18. UNDUE HARDSHIP. The Board must assess on a case-by-case basis whether a particular accommodation would cause undue hardship. The Board does not have to provide an accommodation that would cause an undue hardship to its operations. Generalized conclusions will not suffice to support a claim of undue hardship. A determination of undue hardship will be based on several factors, including an assessment of:
- The nature and cost of the accommodation needed; and
 - The overall financial resources, size, number of employees, and staff location of the Board;

If the Board determines that one particular accommodation will cause undue hardship, but a second type of accommodation will be effective and will not cause an undue hardship, then the Board must provide the second accommodation.

The Board will not claim undue hardship based on employees' fears or prejudices toward the individual's disability. Nor can undue hardship be based on the fact that

provision of an accommodation might have a negative impact on the morale of other employees. The Board, however, may be able to show undue hardship where provision of an accommodation would be unduly disruptive to other employees' ability to work.

19. UNACCEPTABLE FORMS OF ACCOMMODATION. There are several modifications or adjustments that are **not** considered forms of reasonable accommodation. The Board will not eliminate an essential function, i.e., a fundamental duty of the position. This is because a person with a disability who is unable to perform the essential functions, with or without reasonable accommodation, is not a "qualified" individual with a disability. Nor is the Board required to lower performance standards – whether qualitative or quantitative – that are applied uniformly to employees with and without disabilities. However, the Board may provide reasonable accommodation to enable an employee with a disability to meet the applicable performance standards.

The Board will not provide as accommodations personal use items needed in accomplishing daily activities both on and off the job. Thus, the Board is not required to provide an employee with a prosthetic limb, a wheelchair, eyeglasses, hearing aids, or similar devices if they are also needed off the job.

The Board also is not required to provide personal use amenities, such as a stove or refrigerator, if those items are not provided to employees without disabilities. However, items that might otherwise be considered personal may be required as reasonable accommodations where they are specifically designed or required to meet job-related rather than personal needs.

20. DENIAL OF ACCOMMODATION REQUESTS. If the request for accommodation is denied, the supervisor or agency official must specify the reasons for denial in writing; identify the individual or office that denied the request if other than the supervisor; and provide information about the Board's Alternative Dispute Resolution program.

21. ALTERNATIVE DISPUTE RESOLUTION. The Board encourages the use of Alternative Dispute Resolution processes (ADR) to allow individuals with disabilities to obtain prompt reconsideration of denials of requests for accommodation. ADR provides a joint problem solving process that presents options in lieu of adjudicative or administrative methods for resolving workplace conflict. The Board's General Counsel serves as the Alternative Dispute Resolution Specialist and is responsible for directing the Board's ADR Program, implementing ADR policy and procedures, and ensuring that all ADR requirements under 29 CFR 1614 and the Administrative Dispute Resolution Act of 1996 are met. Applicants and employees should contact the Board's General Counsel to request ADR services.

22. RIGHT TO FILE AN EEO COMPLAINT. Independent of the ADR process, employees with disabilities also have the right to file a complaint through the Equal Employment Opportunity Commission's process as appropriate, if their requests for accommodation are denied. If the supervisor or agency official denies a request for accommodation, the individual will be notified **in writing** that if she/he wishes to pursue the EEO complaint process, she/he must do so within 45 days of the denial, even if she/he is also participating in the agency's informal dispute resolution process. (See Administrative Directive AD 9-1b, *Equal Employment Opportunity Program.*)
23. RECORD KEEPING. Upon completion of the accommodation review process, the supervisor must complete DNFSB Form 112.1-2:7/01, "*Reasonable Accommodation Information Reporting Form*" documenting the disposition of the request (See Appendix B). This form, together with any other written information (e.g., requests for medical information, medical information furnished, denial letters) should be sent to the Director of Human Resources in a sealed envelope suitably marked "Privacy Act Material Enclosed."

All requests for accommodation and associated records will be maintained separately from the official personnel files for at least three years by the Division of Human Resources. Records relating to a particular employee must be kept for the duration of their employment with the Board. The EEOC may review these records upon request.

The Board will not disclose that an employee has requested or is receiving accommodation for a disability and confidentiality of all medical information provided will be maintained in accordance with applicable laws and regulations. The Rehabilitation Act specifically prohibits the disclosure of medical information except in certain limited situations, which do not include disclosure to coworkers.

Individuals who have access to information necessary to make a decision about whether to grant a requested accommodation may not disclose this information except as follows:

- Supervisors and managers who need to know may be told about necessary restrictions on the work or duties of the employee and about the necessary accommodation(s);
- First aid and safety personnel may be told if the disability might require emergency treatment;
- Government officials may be given information necessary to investigate the Board's compliance with the Rehabilitation Act;

- The information may in certain circumstances be disclosed to workers' compensation offices or insurance carriers; and
- Board EEO and Human Resources officials may be given the information to maintain records, and evaluate and report on the Board's performance in processing accommodation requests.

The Division of Human Resources will prepare a report for the General Manager on the Board's reasonable accommodation activities at the end of each fiscal year. This report will include aggregate information – information that does not, and cannot be used to, identify a particular individual with a disability – organized as follows:

- The number and types of accommodations that have been requested in the application process and whether those requests have been granted or denied;
- The jobs (occupational series, grade level, and agency component) for which accommodations have been requested;
- The types of accommodations that have been requested for each of those jobs;
- The number and types of accommodations for each job, by agency component, that have been approved, and the number and types that have been denied;
- The number and types of requests for accommodations that relate to the benefits or privileges of employment, and whether those requests have been granted or denied;
- The reasons for denial of requests for accommodation;
- The amount of time taken to process each request for accommodation; and
- The sources of technical assistance that have been consulted in trying to identify possible reasonable accommodations.

Defense Nuclear Facilities Safety Board

CONFIRMATION OF REQUEST FOR REASONABLE ACCOMMODATION	
Applicant's or Employee's Name	Applicant's or Employee's Telephone No.
Today's Date: _____	Applicant's or Employee's Location:
Date of Request: _____	
ACCOMMODATION REQUESTED. (Be as specific as possible, e.g., adaptive equipment, reader, interpreter) If accommodation is time sensitive, please explain:	
REASON FOR REQUEST:	
DESCRIPTION OF THE DISABILITY:	
Return Form to Division of Human Resources	
Employee/Applicant Signature: _____	
Supervisor/HR Signature: _____	
Log No.:	

Defense Nuclear Facilities Safety Board**REASONABLE ACCOMMODATION INFORMATION REPORTING FORM**

Name of Individual Requesting Reasonable Accommodation:

Office of Requesting Individual:

1. Accommodation (check one)

Approved

Denied (If denied, attach copy of the written denial letter/memo - see Section 20, page 12, of the reasonable accommodation procedures)

2. Date accommodation requested:

Who received request: _____

3. Date accommodation request referred to decision maker (*i.e., supervisor, Office Director, Personnel Management Specialist*):

4. Date accommodation approved or denied:

5. Date accommodation provided (if different from date approved):

6. If time frames outlined in the Reasonable Accommodation Procedures were not met, please explain why.

7. Job held or desired by individual requesting accommodation (*including occupational series, grade level, and office*):

8. Accommodation needed for: (*check one*)

Application Process

Performing Job Functions or Accessing the Work Environment

Accessing a Benefit or Privilege of Employment (*e.g., attending a training program or social event*)

9. Type(s) of accommodation requested (*e.g., adaptive equipment, staff assistant, removal of architectural barrier*):

10. Type(s) of accommodation provided (if different from what was requested):

11. Was medical information required to process this request? If yes, explain why.

12. Sources of technical assistance, if any, consulted in trying to identify possible accommodations (e.g., Job Accommodation Network, disability organization, EEOC):

13. Comments:

Submitted by: _____ Phone: _____

Attach copies of all documents obtained or developed in processing this request.

DNFSB F 112.1-2:7/01

Defense Nuclear Facilities Safety Board
625 Indiana Avenue, NW, Suite 700
Washington, DC 20004-2901

AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION

EMPLOYEE/APPLICANT NAME: _____

THIS FORM MUST BE COMPLETED IN FULL

I authorize and request _____
(Name of Doctor, Hospital, or other Health Professional **RELEASING** Information)

(Address)

to release **TO** _____
(Name of Doctor or Individual **TO RECEIVE** Information)

(Address)

Medical information related to: _____

- 1. The nature, severity and duration of the disability;
- 2. The activity or activities the disability limits;
- 3. The extent to which the disability limits the ability to perform certain activities.

What are possible workplace accommodations that will enable the individual to perform the duties in the attached position description:

I understand I may revoke this consent at any time except to the extent that action has already been taken on it and that it will expire automatically one (1) year from the date indicated below.

Signature of Employee/Applicant

Date

Witness

Date

RESOURCES FOR LOCATING REASONABLE ACCOMMODATIONS

U.S. Equal Employment Opportunity Commission

1-800-669-3362 (Voice) 1-800-800-3302 (TT)

- The EEOC's Publication Center has many free documents on the Title I employment provisions of the ADA, including both the statute, 42 U.S.C. 12101 et seq. (1994), and the regulations, 29 CFR 1630 (1997). In addition, the EEOC has published a great deal of basic information about reasonable accommodation and undue hardship. The two main sources of interpretive information are:
 - (1) The Interpretive Guidance accompanying the Title I regulations (also known as the "Appendix" to the regulations), 29 CFR part 1630 app. 1630.2(o), (p), 1630.9 (1997), and
 - (2) A Technical Assistance Manual on the Employment Provisions (Title I) of the Americans with Disabilities Act III, 8 FEP Manual (BNA) 405:6981, 6998-7018 (1992). The Manual includes a 200-page Resource Directory, including federal and state agencies, and disability organizations that can provide assistance in identifying and locating reasonable accommodations.
- The EEOC also has discussed issues involving reasonable accommodation in the following guidance and documents:
 - (1) Enforcement Guidance: Preemployment Disability-Related Questions and Medical Examinations at 5, 6-8, 20, 21-22, 8 FEP Manual (BNA) 405:7191, 7192-94, 7201 (1995);
 - (2) Enforcement Guidance: Workers' Compensation and the ADA at 15-20, 8 FEP Manual (BNA) 405:7391, 7398-7401 (1996);
 - (3) Enforcement Guidance: The Americans with Disabilities Act and Psychiatric Disabilities at 19-28, 8 FEP Manual (BNA) 405:7461, 7470-76 (1997); and (4) Fact Sheet on the Family and Medical Leave Act, the Americans with Disabilities Act, and Title VII of the Civil Rights Act of 1964 at 6-9, 8 FEP Manual (BNA) 405:7371, 7374-76 (1996).
- All of the above-listed documents, with the exception of the ADA Technical Assistance Manual and Resource Directory and the poster, are also available through the Internet at <http://www.eeoc.gov>.

U.S. Department of Labor

Requests for written materials: 1-800-959-3652 (Voice) 1-800-326-2577 (TT)

To ask questions: (202) 219-8412 (Voice)

President's Committee on Employment of People with Disabilities

ADA Disability and Business Technical Assistance Centers (DBTACs)

1-800-949-4232 (Voice/TT)

Registry of Interpreters for the Deaf (301) 608-0050 (Voice/TT)

Rehabilitation Engineering and Assistive Technology Society of North America

RESNA Technical Assistance Project

(703) 524-6686 (Voice) (703) 524-6639 (TT)

<http://www.resna.org/hometa1.htm>

- information and referral centers to help determine what devices may assist a person with a disability (including access to large data bases containing information on thousands of commercially available assistive technology products);
- centers where individuals can try out devices and equipment;
- assistance in obtaining funding for and repairing devices; and
- equipment exchange and recycling programs.

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APPENDICES

APPENDIX A, *Confirmation of Request for Reasonable Accommodation Form*
(DNFSB F 112.1-1:7/01)

APPENDIX B, *Reasonable Accommodation Information Reporting Form*
(DNFSB F 112.1-2:7/01)

APPENDIX C, *Authorization for Release of Medical Information* (DNFSB F 112.1-3:7/01)

APPENDIX D, *Resources for Locating Reasonable Accommodations*

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