Fort Leavenworth Reasonable Accommodation

REF: AR 690-12 APPENDIX C Procedures for providing reasonable accommodation for individuals with disabilities

Interactive Process Overview (Follow Steps Below)

The reasonable accommodation (RA) process begins as soon as a requester makes an oral or written request for accommodation to the Immediate Supervisor, a Supervisor or Manager in the Chain of Command, the HR Office or CPAC, the EEO Office or the Disability Program Manager (DPM). If the person receiving the request for reasonable accommodation does not have authority to approve the request, he/she/they must forward the request within 2 business days to the Decision Maker, with a copy to the DPM

The Fort Leavenworth Reasonable Accommodation Packet will be completed to ensure tracking of request

Step 1: Requester/Employee's Action:

- 1. Complete the USAG-FLKS EEO Form RA-1 Request for Reasonable Accommodation, state what type of accommodation is requested and specific reason for the request related to medical condition. Sign and send it to the Supervisor / Decision Maker and copy to the EEO DPM to obtain Log Number. DPM will assign Log Number and provide it to the Decision Maker as well as give processing information or assistance.
- 2. Provide additional information/medical information pertaining to RA only if requested. Medical information should provide information on the diagnosis, prognosis, severity, expected duration of the impairment, functional limitations, symptoms, side effects of any treatment, the activity the impairment limits, etc. and/or why the requester requires the requested accommodation and how the accommodation will assist the requester to perform the essential functions of the job or to apply for the job. Failure to provide necessary information when it has been properly requested could result in a delay and possible denial of reasonable accommodation request

Step 2: Supervisor/Decision Maker's Action:

- 1. Process and complete the RA action within 30 business days from the date he/she/they receive the request.
- 2. The Decision Maker is entitled to know that the requester has a disability covered by the Rehabilitation Act for which an accommodation is needed.
- 3. The Decision Maker must contact the DPM for assistance in obtaining medical information about the employee's disability and functional limitations. DPM, in coordination with the Agency Attorney and CPAC will **assist** in requesting/obtaining appropriate medical information. Interim RA may be provided until medical information is received and a final decision is made.
- 4. Medical information contain(s) PII and is sensitive information and must be handled in a confidential manner. Medical information will be requested **only to the extent reasonably necessary** to establish that the requester is an individual with a disability and/or needs the requested accommodation.
- 5. On a case-by case basis, the Decision Maker may submit medical information to the Occupation Health Physician or other medical expert for assistance in assessing functional abilities regarding the individual's ability to perform the activity or activities, and/or why the individual requires the requested accommodation. Provide Occupation Health Physician information on the nature of the job, the essential functions the requester is expected to perform, and any other information relevant to evaluating the request.
- 6. Reassignment to a vacant position is the accommodation of **last resort** and will be considered only if no accommodations are available to enable the requester to perform the essential functions of his/her/their position, or the only effective accommodation would cause undue hardship. *If reassignment is under consideration, the Decision Maker MUST consult with DPM, CPAC and the Agency Attorney.*

Step 3: Supervisor/Decision Maker's Decision Action:

- 1. Once decision is made, be sure to obtain an legal review and notify the DPM prior to notifying requester.
- 2. Notify the requester of decision and send a copy of the approval or denial to the DPM.

Denial of Requested Accommodation

- 1. Before denying a request, the Decision Maker **MUST** consult the DPM, CPAC and the Agency Attorney and provide documentation that shows the effort made to explore, with the requester, other options for accommodation.
- 2. Obtain legal reviews for proposed denial of a request before informing the requester/employee of the denial.
- 3. Inform/notify the requester in writing in plain language and state specific reason(s) for the denial.



