



# Instruction

Defense Intelligence Agency

DEFENSE INTELLIGENCE AGENCY  
WASHINGTON, DC 20301-7400

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OPR: EO

## Reasonable Accommodation of Qualified Individuals with Disabilities

### References:

- (a) DIA Directive 1025.000, "Equal Opportunity and Diversity Program," 20 April 2009 (canceled)
- (b) DIA Instruction 1400.003, "Workforce Deployments Appendix E-Qualified Individual with a Disability Requests for Waivers and/or Reasonable Accommodation (canceled)
- (c) DoD Directive 1020.02, "Diversity Management and Equal Opportunity in the Department of Defense," 5 February 2009
- (d) Title 29, Code of Federal Regulations, Part 1630, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," current edition
- (e) Executive Order 13164, "Establishing Procedures to Facilitate the Provision of Reasonable Accommodation," 26 July 2000
- (f) through (n) see Enclosure 1

### 1. Purpose.

1.1. Replaces Reference (a) and rescinds Reference (b).

1.2. This Instruction implements References (c) through (o) with respect to the provision of reasonable accommodations (RA) to qualified individuals with disabilities. It also replaces Reference (m) and establishes requirements, guidance, and procedures for processing requests for reasonable accommodation for any qualified individuals with a disability engaged in the pre-deployment process, while deployed, and while on travel for temporary duty (TDY).

1.3. The guidance included in this document applies to DIA civilian employees, applicants for employment and all qualified individuals with a disability involved in the pre-deployment, deployment, and TDY process, in support of DIA requirements. This guidance does not apply to contractors.

### 2. Definitions – see Enclosure 2.

3. Responsibilities.

3.1. The Combatant Command (CCMD) J2 manages employees within his/her area of responsibility throughout the reasonable accommodation and deployment processes.

3.2. The Chief, Equal Opportunity and Diversity Office (EO) must:

3.2.1. Provide an effective Reasonable Accommodation Program that supports and reflects DIA's commitment to being a model employer of people with disabilities.

3.2.2. Provide technical guidance, written information, and documentation to managers and supervisors to make effective reasonable accommodation decisions in compliance with applicable laws, regulations, and codes, including those related to workforce deployment procedures.

3.2.3. Educate and train managers, supervisors, and employees on DIA's reasonable accommodation policy and procedures.

3.2.4. Compile and maintain files regarding DIA's reasonable accommodation activity for reporting requirements to the Equal Employment Opportunity Commission (EEOC) and other reporting authorities.

3.2.5. Engage all relevant DIA offices to provide a comprehensive Interactive Accommodation Process (IAP) and to ensure compliance with all relevant guidance.

3.2.6. Ensure, to the extent possible, that the IAP is completed within 15 business days of the initial request, to allow the supervisor or management official to approve or deny a request for reasonable accommodation within 30 business days from receipt of the request.

3.2.7. Process requests for and conduct all reasonable accommodation activities with due regard for personal privacy rights, to include treating medical records confidentially in accordance with all governing regulations.

3.3. The DIA Reasonable Accommodation Coordinator (RAC) serves as an agent on behalf of the Chief EO and is responsible for the execution of the duties outlined in section 3.2.3 thru 3.2.7.

3.4. The Senior Deciding Official (SDO) must:

3.4.1. Collaborate with the DIA RAC when higher level decisions are necessary to determine the best course of action in providing an accommodation that serves the needs of the employee without adversely affecting mission needs.

3.4.2. Consult with the DIA RAC before denying any reasonable accommodation.

3.5. The Office of Facilities and Services (FAC) must:

3.5.1. Make every reasonable attempt to identify physical or facility accessibility barriers and provide access to people with disabilities.

3.5.2. Pursue other viable measures when physical or facility accessibility barrier removal is not readily achievable.

3.5.3. Lead DIA efforts to plan, budget, and provide resources to ensure DIA facilities are accessible to employees with disabilities.

3.5.4. Provide expertise in removing facility accessibility barriers.

3.5.5. Appoint a staff member to participate in the RA process, as needed, for facility modifications.

3.5.6. Conduct all reasonable accommodation activities with due regard for personal privacy rights, to include confidentially treating medical records in accordance with all pertinent statutes, regulations, and policies.

3.6. The Chief Information Officer (CIO) must:

3.6.1. Give priority to electronic and information technology (EIT) service requests associated with requests for reasonable accommodations.

3.6.2. Lead DIA efforts to plan budget, provide resources, and ensure EIT systems are accessible to employees with disabilities.

3.6.3. Provide expertise in solving EIT problems through the use of software, hardware and other assistive technology.

3.6.4. Ensure that all EIT is compliant with section 508 of Reference (n).

3.6.5. Engage in the IAP, to the extent necessary.

3.6.6. Conduct all reasonable accommodation activities with due regard for personal privacy rights, to include treating medical records confidentially in accordance with all pertinent statutes, regulations, and policies.

3.7. The Office of General Counsel (OGC) must:

3.7.1. Provide legal advice and guidance regarding the approval or denial of requests for reasonable accommodation.

3.7.2. Engage in the IAP, to the extent necessary.

3.7.3. Conduct all reasonable accommodation activities with due regard for personal privacy rights, to include treating medical records confidentially in accordance with all pertinent statutes, regulations, and policies.

3.8. The Office of Human Resources (OHR) must:

3.8.1. Assist EO in ensuring that supervisors and managers have considered all effective accommodations.

3.8.2. Assist in coordination with all relevant DIA offices to provide reasonable accommodations to applicants for employment.

3.8.3. Ensure applicants with disabilities have knowledge of DIA's commitment to providing reasonable accommodations.

3.8.4. Comply and report data for the Chief, EO, on requests for reasonable accommodations from applicants for employment.

3.8.5. Ensure staff members involved in the application process are trained to recognize requests for reasonable accommodation and handle them appropriately.

3.8.6. Designate a staffing specialist to assist in expeditiously in processing requests for reassignments and other related personnel related processes.

3.8.7. Require the DIA physician to provide a written notice of disqualification for deployment to the employee, Readiness Mission Manager (RMM) or DIA Senior Representative (DSR), and EO.

3.8.8. Conduct all reasonable accommodation activities with due regard for personal privacy rights, to include confidentially treating medical records in accordance with all pertinent statutes, regulations, and policies.

3.9. The Readiness Mission Manager (RMM) or DIA Senior Representative (DSR) must:

3.9.1. Monitor and respond to requests for reasonable accommodation for DIA civilians assigned to their organization, as required.

3.9.2. Participate in the IAP upon request.

3.9.3. Complete mandatory Reasonable Accommodation (RA) training on hiring people with disabilities and providing reasonable accommodation within 30 days of assuming position.

3.10. The Supervisor or Management Official must:

3.10.1. Create and maintain a work environment that supports the reasonable accommodation of qualified individuals with disabilities.

3.10.2. Contact EO to discuss requests for reasonable accommodations within two business days of receipt of a verbal or written request for reasonable accommodation.

3.10.3. Acknowledge request for reasonable accommodations in writing to the employee and provide a copy of the acknowledgement and the Request for Reasonable Accommodation to the EO Diversity Management Division (EO2) within two business days of receipt.

3.10.4. Participate in the IAP, as required, to identify and clarify the existence of a qualified individual with a disability, to determine the need for a reasonable accommodation, and to ensure all potential effective accommodations have been considered.

3.10.5. Approve or deny requests for reasonable accommodation within 30 business days from receipt of the employee's initial request, with the direct assistance of EO, and upon completion of the IAP.

3.10.5.1. For extenuating circumstances, may exceed the 30 business day requirement, but must work with EO to provide the employee with a written explanation of circumstances necessitating additional time.

3.10.5.2. In the case of a denial, must work with EO to provide the employee with a written justification for the denial and to notify the employee of his or her right to ask for reconsideration.

3.10.6. Ensure that any documents received from an employee related to the employee's request for a reasonable accommodation are immediately forwarded to the EO Diversity Management Division.

3.10.7. Conduct all reasonable accommodation activities with due regard for personal privacy rights, to include treating medical records confidentially in accordance with all pertinent statutes, regulations, and policies.

3.11. Employee, Applicant for Employment, or the Designated Representative must:

3.11.1. Make an oral or written request for the reasonable accommodation to their supervisor/management official, an EO Specialist or the DIA RAC as soon as a disability affects their ability to compete for a position, perform essential job functions, or gain equal access to an employment benefit.

3.11.2. Complete, as soon as practical, the DIA Written Request for Reasonable Accommodation (Enclosure 3) and submit it to his or her respective supervisor or management official, even if an oral RA request has been made.

3.11.3. Participate fully in the IAP to identify and clarify accommodation need(s) and to ensure all effective accommodations have been considered.

3.11.4. Ensure documents associated with the request for accommodation (e.g. the DIA written Request for Reasonable Accommodation and medical records) are completed and forwarded to EO or the OHR contact person for applicants as soon as possible.

#### 4. Procedures.

4.1. Reasonable Accommodation (non-deployment) requests and processing begins when an employee, or a designated representative, requests an adjustment or modification, because of a qualified disability, that will enable the individual to perform the essential job functions, to complete the application process, or to enjoy a benefit or privilege of employment.

4.1.1. A health care professional, family member or other representative may make an RA request on an employee's or applicant's behalf.

4.1.2. A DIA employee may "represent" another employee, but must be in a supervisor-approved leave status (e.g. annual, comp time, credit hours) when doing so.

4.1.3. The supervisor or management official will confirm, in writing, the request for a reasonable accommodation with the individual or his representative.

4.2. A request for reasonable accommodation will be made orally or in writing to any of the following DIA officials.

4.2.1. An employee's first-line supervisor;

4.2.2. An employee's second-line supervisor;

4.2.3. An EO specialist;

4.2.4. For applicants, the OHR vacancy announcement contact person; or

4.2.5. A management official.

4.3. A request does not have to use any special words, such as "reasonable accommodation," "disability," or "Rehabilitation Act."

4.4. A request for use of a sign language interpreter does not require a "Written Request for Reasonable Accommodation" form; those requests should be made via email to [Interpreter\\_Request@coe.ic.gov](mailto:Interpreter_Request@coe.ic.gov).

4.5. Supervisors and employees should consult EO for further information or assistance in connection with requesting or processing a request for reasonable accommodation.

4.6. Procedures to request a reasonable accommodation related to deployment.

4.6.1. Upon the determination that a DIA civilian is medically disqualified for deployment, and in coordination with the Chief of OHR Deployment Psychology Branch, the DIA physician provides the employee, the RMM or DSR, and the DIA RAC a written notice stating the employee may have rights under Reference (a) and may elect to engage with his/her RMM or DSR to initiate a request for reasonable accommodation (see Enclosure 3).

4.6.1.1. The DIA physician provides the RMM or DSR and the DIA RAC with a copy of the Written Notice of Disqualification for Deployment signed and dated by the employee (see Enclosure 5)

4.6.1.2. The RMM or DSR provides the Chief, Office of Logistics (LOG), and Global Readiness Division, a copy of the written notice of disqualification for deployment signed and dated by the employee (see Enclosure 5).

4.6.2. A DIA civilian may elect to request a reasonable accommodation for a deployment requirement, to include requirements related to deployment readiness, pre-deployment, and/or deployment training.

4.6.2.1. Within 10 business days of receipt of a written disqualification notice, the employee must submit a written request for reasonable accommodation to the RMM or DSR.

4.6.2.2. The request must include all relevant information in order for DIA RAC to evaluate and process the employee's request, to include but not be limited to:

4.6.2.2.1. The DIA written request for reasonable accommodation;

4.6.2.2.2. Relevant documentation from health care providers;

4.6.2.2.3. Deployment position description;

4.6.2.2.4. Relevant DIA medical and psychological reports; and

4.6.2.2.5. Names of all personnel involved in the determination of the disqualification.

4.6.3. The employee is encouraged to contact the RMM or DIA RAC for additional guidance concerning the RA request.

4.7. Within two business days of receipt of a RA request, the RMM or DSR:

4.7.1. Acknowledges to the employee, in writing, receipt of the employee's initial verbal or written request for reasonable accommodation.

4.7.2. Contacts DIA RAC to discuss the RA request and provides the DIA RAC a copy of the written acknowledgement of the request for reasonable accommodation.

4.8. The DIA RAC, upon receipt of a reasonable accommodation request.

4.8.1. Ensures necessary medical, psychological and other relevant medical information is gathered and considered, in order to determine whether the individual is a qualified individual with a disability.

4.8.2. Organizes and convenes the IAP.

4.8.3. Ensures, to the extent possible, that the IAP is completed within 15 business days from the date the accommodation request was received by the DIA RAC.

4.8.4. Documents the conclusion reached during the IAP.

4.8.5. If applicable, obtains “undue hardship” or “direct threat” justification(s) in writing from relevant directorates or CCMD J2s that substantiates the denial of a reasonable accommodation.

4.9. On a case-by-case basis, LOG, Global Readiness or the DSR:

4.9.1. Coordinates with the CCMD Medical Officer or CCMD component representative and provides appropriate information for the CCMD determination of the employee’s request for reasonable accommodation, and provides all responses to EO.

4.9.2. Coordinates with the appropriate directorates and CCMD J2s, to implement any approved reasonable accommodation.

4.10. Timeframes for Processing Request.

4.10.1. The amount of time needed to respond to a request for reasonable accommodation will depend on the nature of the accommodation and whether it is necessary to obtain supporting information. The response time should be as short as possible.

4.10.2. If an official other than the employee’s immediate supervisor initially receives the request, the official must forward the request to the employee’s immediate supervisor with a copy to the DIA RAC within two business days from the date received.

4.10.3. These procedures permit the supervisor or management official, in coordination with the DIA RAC, and absent extenuating circumstances, up to 30 business days from receipt of the initial request to approve or deny a request for reasonable accommodation.

4.10.3.1. In all cases, supervisors or management officials must acknowledge the request in writing, with a copy furnished to DIA RAC, within two business

days of receiving the request.

4.10.3.2. Approved accommodations are normally implemented within 30-business days, unless extenuating circumstances delay implementation.

4.10.3.3. The failure to respond promptly to a request may result in a violation of the Rehabilitation Act of 1973. Therefore, supervisors and management officials should not delay when it is possible to approve, deny, and/or implement a particular reasonable accommodation in less time than authorized in these procedures.

#### 4.11. Extenuating circumstances.

4.11.1. Extenuating circumstance may delay the approval of a reasonable accommodation. In these situations, supervisors or management officials, with the approval of the DIA RAC, must consider temporary accommodations and provide them when possible.

4.11.2. Extenuating circumstances are factors that could not have been reasonably anticipated or avoided, such as an outstanding initial or follow-up request for medical information or ongoing EO evaluation of medical information that has been provided.

4.11.3. When extenuating circumstances are present, the time for implementing a request for reasonable accommodation may be extended beyond 30 days, with EO approval. The extenuating circumstances may include, but are not limited to, the purchase of products and/or equipment; certification of new technology/software; design, construction or furniture procurement; or the time necessary to complete the employee/ reassignment process.

4.12. Request for communications, computer, and electronic equipment can be submitted by employees and supervisors directly through eRequestor, however the requestors must provide the tracking number to the DIA RAC to ensure effective implementation.

#### 4.13. Approval of a Request for Reasonable Accommodation.

4.13.1. After the IAP approves a request for reasonable accommodation, the immediate supervisor or management official will notify the employee in writing and will provide a copy of the written communication to the DIA RAC.

4.13.2. The immediate supervisor or management official, in conjunction with EO, will ensure that the approved reasonable accommodation is expeditiously implemented.

#### 4.14. Denial of Request for Reasonable Accommodation must:

4.14.1. Be in writing;

4.14.2. Contain the specific reason(s) for the denial;

4.14.3. State why the requested accommodation would not be effective and/or pose an undue hardship or direct threat, if applicable;

4.14.4. State that alternative reasonable accommodations were considered and would not be effective and/or pose an undue hardship or threat;

4.14.5. Are as precise and specific as possible;

4.14.6. Are approved by EO and OGC prior to signing and issuing, and;

4.14.7. Are signed by the designated deciding official within the employee's chain of command.

4.14.8. If the supervisor or CCMD J2 has denied the specific requested reasonable accommodation, but offered an alternative reasonable accommodation, the Denial of Request for Reasonable Accommodation should explain both the reasons for the denial of the requested accommodation and the reasons why the alternative reasonable accommodation is appropriate.

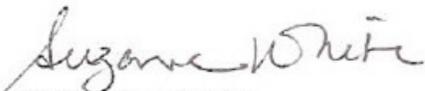
#### 4.15. Employee Requests for Reconsideration.

4.15.1. If the individual wishes reconsideration of a denial of a request for reasonable accommodation, a written request for reconsideration must be submitted to the DIA RAC. The individual may present new information to support the request for reconsideration.

4.15.2. The request for reconsideration must be made by the employee within 15 business days from the date the denial notice was received.

4.15.3. The written response to a request for reconsideration must be issued by EO within 15 business days from the date the request for reconsideration was received.

4.16. All reasonable accommodation activities will be conducted with due regard for personal privacy rights, to include treating medical records confidentially in accordance with all governing regulations included in References (c) through (n).

  
SUZANNE L. WHITE  
Chief of Staff

Enclosures - 5

E1. Additional References

E2. Definitions

E3. DIA Written Request for Reasonable Accommodation

E4. Reasonable Accommodation Flow Chart

E5. Notice of Medical Disqualification for Deployment

E6. Timeline for Reasonable Accommodation (Deployment)

Enclosure 1.

#### ADDITIONAL REFERENCES

- (f) Equal Employment Opportunity Commission's Enforcement Guidance on Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act of 1990, 26 July 1990
- (g) Title 42, United States Code, Chapter 126 "Equal Opportunities for Individuals with Disabilities," 5 January 2009
- (h) Title 29, Code of Federal Regulations, Part 1630 "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 14 August 2002
- (i) The Rehabilitation Act of 1973, as amended
- (j) DoD Instruction 6490.07, "Deployment-Limiting Medical Conditions for Service Members and DoD Civilian Employees," 5 February 2010
- (k) Under Secretary of Defense for Personnel and Readiness Memorandum, "Policy Guidance for Medical Deferral," 9 February 2006
- (l) Assistant Secretary of Defense for Health Affairs memorandum, "Policy Guidance for Deployment-Limiting Psychiatric Conditions and Medications," 7 November 2006
- (m) Equal Employment Opportunity Commission Policy Guidance on Executive Order 13164, "Establishing Procedures to Facilitate the Provision of Reasonable Accommodation," 20 October 2000.
- (n) Rehabilitation Act of 1973, 26 September 1973.

Enclosure 2.

## DEFINITIONS

**Deployment:** Temporary relocation of a member of the DIA civilian workforce to an operational area, in support of an operational mission.

**Essential Functions:** Those duties which are fundamental to a position. A function may be essential if, among other things, the position exists specifically to perform that function; if there are a limited number of other employees able to perform the function; or if the function is specialized and the individual is hired based on his or her ability to perform it. Determination of the essential functions of a position must be made on a case-by-case basis to ensure the essential functions reflect the job as actually performed, and not simply the components of a generic position description.

**Direct threat:** When an accommodation would not eliminate or reduce the significant risk of substantial harm to the individual or others in the workplace. The analysis of a direct threat determination includes: (1) the duration of the risk; (2) the nature and severity of the potential harm; (3) the likelihood of potential harm; and (4) the imminence of potential harm.

**Extenuating Circumstances:** Extenuating circumstances are factors that could not reasonably have been anticipated or avoided, in advance of the request for reasonable accommodation, such as limited situations in which unforeseen or unavoidable events prevent prompt processing and delivery of an accommodation.

**Individual with a Disability:** An individual who either has a physical or mental impairment that substantially limits one or more of the individual's major life activities; a record of such an impairment; or being regarded as having such an impairment as defined by the applicable laws, regulations and codes (See also Qualified Individual with a Disability).

**Interactive Accommodation Process (IAP):** IAP is a means to identify, manage, consider, recommend, clarify, budget, and fund a qualified individual's accommodation need(s) and to ensure all effective accommodations have been considered. IAP may not always be necessary (e.g. when the existence of the disability, the need for accommodation, and the nature of the effective accommodation are clear, IAP is not necessary). IAP is required 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.

**Major Life Activities:** As defined by the applicable laws, regulations, and codes, but generally, daily activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. There is no comprehensive list of major life activities.

**Nexus:** The connection or link between a disability and the accommodation. A qualified individual with a disability must show the nexus between the disability and the requested accommodation.

**Physical or Mental Impairment:** Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, urinary, hemic and lymphatic, skin, and endocrine, or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities as defined by the applicable laws, regulations, and codes.

**Qualified Individual with a Disability:** As defined by the applicable laws, regulations and codes, an individual with a disability is someone who possesses the requisite skill, experience, education, and other job-related requirements of the position and is able to perform the essential functions of the position, with or without reasonable accommodation.

**Reasonable Accommodation:** As defined by the applicable laws, regulations, and codes, a change or adjustment to a job, work environment, or in the way things are customarily done to permit a qualified individual with a disability to participate in the application process, perform essential functions of a job, and enjoy the benefits and privileges of the workplace afforded to all. There are three categories of reasonable accommodations: (1) modifications or adjustments to a job application process to permit an individual with a disability to be considered for a job (such as providing application forms in alternative formats like large print or Braille); (2) modifications or adjustments necessary to enable a qualified individual with a disability to perform the essential functions of the job (such as providing sign language interpreters or reassignment); and (3) modifications or adjustments that enable individuals with disabilities to enjoy the benefits and privileges of the workplace afforded to all individuals (such as removing physical barriers in an office or a cafeteria).

**Reasonable Accommodations Coordinator (RAC):** The DIA subject matter expert assigned to DIA EO Diversity Management Division responsible for managing the reasonable accommodation process.

**Reassignment:** As defined by the applicable laws, regulations and codes, the accommodation of last resort. Before exploring reassignment options, DIA managers must demonstrate their efforts to provide other reasonable accommodations. Reassignment is a form of reasonable accommodation that, absent undue hardship or direct threat, is provided to qualified individual employees (not applicants) who, because of a disability, can no longer perform the essential functions of their job, with or without reasonable accommodation. Reassignments are made only to vacant positions and to employees who are qualified for the new position. If the employee is qualified for the vacant position, he or she may be reassigned to the job.

**Representative:** As defined by the applicable laws, regulations, and codes, a person chosen by a complainant to act on behalf of the complainant before DIA or the Equal Employment

Opportunity Commission (EEOC) with respect to a complaint. A representative may choose a Federal Employee provided that the representation will not conflict with the representative's official duties. Either DIA or the EEOC may disqualify an employee from serving as a representative if the representation results in a conflict of interest or the representation interferes with the representative's official duties.

**Senior Deciding Official:** The Senior, Special Office Chief, Combatant Command Intelligence Element or designee who makes the final denial decision or grants an initially denied request for reasonable accommodation.

**Substantially Limited:** As defined by the applicable laws, regulations, and codes, a person is substantially limited if he or she is unable to perform a major life activity that the average person in the general population can perform.

**Supervisor or Management Official:** A member of the management team who is authorized to commit the Defense Intelligence Agency (DIA) to a course of action, in this case, the initial denial or granting of a Request for Reasonable Accommodation. The supervisor or management official must be a first-line supervisor who has the authority over, and can decide on, a matter being considered.

**Undue Hardship:** As defined by the applicable laws, regulations, and codes, the significant difficulty or expense in, or resulting from, the provision of an accommodation. Undue hardship refers to any accommodation that would be unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the business. Determination of undue hardship is made on a case-by-case basis.

Enclosure 3

**Appendix A. WRITTEN REQUEST FOR REASONABLE ACCOMMODATION**

*(References: The Rehabilitation Act of 1973, as amended,  
Title 29, C.F.R Part 1630, Executive Order 13164)*

The Defense Intelligence Agency will provide a reasonable accommodation to the known physical or mental impairment of a qualified individual with a disability, provided the accommodation is necessary for the performance of essential job duties, is effective for the individual and the agency, is related to the job, and does not pose an undue hardship or create a direct threat to the Agency.

An individual with a disability is:

- A person with a physical or mental impairment that substantially limits one or more major life activities;
- Has a record of such an impairment; or
- Is regarded as having such an impairment

**Instructions**

1. Submit and have your supervisor acknowledge receipt of a completed request.

**A completed request includes:**

- Request for Reasonable Accommodation
- Position Description
- Necessary documentation from a health care professional

Reasonable documentation from a health care provider should address each of the following components:

- The name, severity, and duration or projected duration of the impairment;
- The major life activities (e.g., walking, sleeping) that are substantially limited by the impairment;
- Specific examples to support a substantial limitation of the major life activities identified;
- How the impairment impacts the performance of primary job duties; and
- Recommended workplace accommodations.

Such documentation is used to substantiate that an individual's medical condition rises to the level of disability and the functional limitations of the impairment. 'Health care professional' includes but is not limited to doctors, nurses, psychologists, therapists, and vocational rehabilitation specialists. When the disability and/or need for accommodation are obvious, documentation is not required.

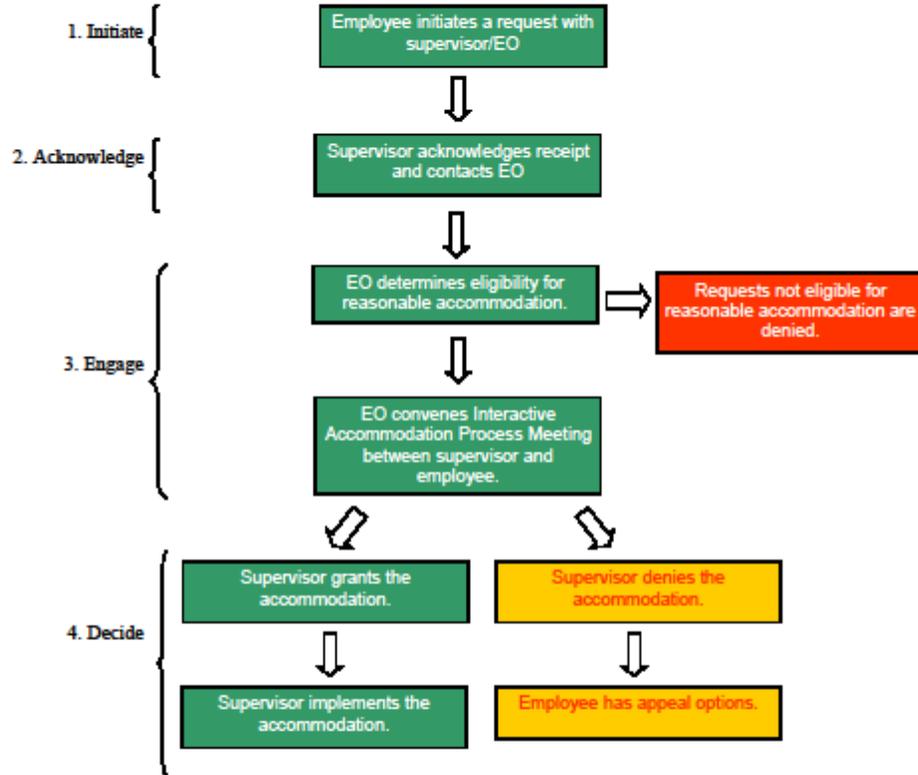
<b>Name of Individual to Receive Services:</b>	<b>Directorate:</b>	<b>Mission Essential:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Employment Status:</b> <input type="checkbox"/> Federal employee <input type="checkbox"/> Job Applicant	<b>Position/Title:</b>	<b>Series and Grade:</b>
<b>Work Location</b> (including room number and routing symbol):		<b>Special Status:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Telephone:</b>	<b>Tandberg or TTY</b> (if applicable):	<b>Fax:</b>
<b>E-mail Address:</b>		
<b>Supervisor's Name:</b>	<b>Supervisor's Telephone:</b>	

<b>Supervisor's E-mail Address:</b>	
<b>Name of Person Completing Form</b> (if different than individual to receive services):	<b>Relationship to Individual:</b>
<b>Telephone:</b>	
<b>Disability Information</b> (Check all that apply to this request.): <input type="checkbox"/> Cognitive/Developmental <input type="checkbox"/> Dexterity <input type="checkbox"/> Hearing Impairment <input type="checkbox"/> Mental/Emotional <input type="checkbox"/> Learning <input type="checkbox"/> Mobility <input type="checkbox"/> Speech <input type="checkbox"/> Vision <input type="checkbox"/> Other: _____	
<b>Indicate the major life activities substantially limited by the impairment.</b>	
<b>How does your limitation impact the performance of essential job duties?</b>	
<b>Do you currently use accommodations or assistive technology?</b>	
<input type="checkbox"/> Yes    Item(s)/service(s) used: _____ <input type="checkbox"/> No	
<b>Accommodation(s) Requested</b>	
<input type="checkbox"/> <b>Computer Modification</b> (e.g., adaptive keyboard, mouse alternative, voice input software, screen reader, screen magnifier, Braille display) <input type="checkbox"/> <b>Communication Technology</b> (e.g., Tandberg, TTY, telephone amplifier, signaling device, assistive listening device, telephone headset) <input type="checkbox"/> <b>Workspace Modification</b> (i.e., non-structural change to furniture or storage) <input type="checkbox"/> <b>Service</b> (e.g., sign language interpreter, reader, captioner, note taker, personal assistant) <input type="checkbox"/> <b>Alternative Formats</b> (e.g., Braille, large print, electronic, audio, captioned) <input type="checkbox"/> <b>Other:</b> _____ <input type="checkbox"/> <b>Not Sure</b>	
<b>Date This Request Was Discussed with Supervisor:</b>	
____/____/____ <input type="checkbox"/> Have not discussed to date	
<b>Employee Signature</b>	<b>Date Submitted:</b>
<b>Supervisor Signature</b>	<b>Date Received:</b>

**Documentation obtained with a request for reasonable accommodation will be properly protected IAW with established Privacy Act standards to ensure access is limited to those having a need to know in the performance of their assigned duties.**

Enclosure 4.

## Reasonable Accommodation Process



*The Reasonable Accommodation (RA) Process timeline varies, depending on the situation. However, all RA requests must be processed in no more than 30 working days.*

For more information about the Disability Program, access the EO website or call (202) 231-8178.

Enclosure 5.

(SAMPLE)  
NOTICE OF MEDICAL DISQUALIFICATION FOR DEPLOYMENT

To: [DIA Employee Medically Disqualified for Deployment]  
From: DIA Equal Opportunity and Diversity Office  
Re: Reasonable accommodation

Defense Intelligence Agency (DIA) employees who receive a notice of medical disqualification may be entitled to reasonable accommodation afforded to qualified individuals with a disability per the Rehabilitation Act of 1973, as amended (Rehab Act).

Reasonable accommodation refers to a change or modification in the work environment, equipment or instruments used, or the way things are customarily done, which enables a qualified individual with a disability to perform essential functions and enjoy equal employment opportunities. A qualified individual with a disability is a person who has a physical or mental impairment which substantially limits a major life activity, has certified documentation of such impairment, or is regarded as having such impairment.

An employee must initiate the request within 10 days of receipt of this notice. There is no standard format for the request; it can be made orally and/or in writing. Requests related to deployment are submitted to the Readiness Mission Manager (RMM) or the Chief, DIA Forward Element (DFE) for processing.

A person who requests a reasonable accommodation must first be determined to be a “qualified individual with a disability” within the meaning of the Rehabilitation Act. If the disability is not readily discernible, DIA may request supporting medical documentation. The requestor must participate in the Interactive Accommodation Process (IAP) to assist DIA in determining if she/he meets the definition of a qualified individual with a disability. The requestor must also participate in the IAP to clarify limitations and the accommodation requested. Options will be evaluated to determine whether accommodation(s) will be effective in removing any identified barriers and permitting adherence to mission needs.

The Chief, Global Operations Division or Chief, DFE, in coordination with the Equal Opportunity and Diversity Office, will coordinate with responsible DIA and combatant command personnel to provide a response to a request within 30 calendar days, absent extenuating circumstances, from the date the request is received.

DIA is not required to make an accommodation when it can demonstrate providing the accommodation would impose an undue hardship or direct threat. Undue hardship refers to any accommodation which would be unduly costly, extensive, substantial, or disruptive, or would fundamentally alter the nature or operation of the business. Determination of undue hardship is always made on a case-by-case basis. Direct threat is a significant risk of substantial harm to the health or safety of the individual or others which cannot be eliminated or reduced by reasonable accommodation.

For more information refer to DIA Instruction 1020.002, "Reasonable Accommodation of Qualified Individuals with Disabilities," or contact the Equal Opportunity and Diversity Office, at 202-231-8178.

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Employee signature acknowledges receipt

Date \_\_\_\_\_

Enclosure 6.

