



UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

MANUAL TRANSMITTAL SHEET

Release

8-70

Date

1/22/03

Subject

8330 - POLICY ON REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

1. Explanation of Material Transmitted: This release is the official policy of the Bureau of Land Management (BLM) on reasonable accommodations for persons with disabilities. Policy guidance and advice on the application of this policy to BLM programs and organizations may be directed to the Washington Office Equal Employment Opportunity Group.

2. Reports Required: None

3. Materials Superseded: None.

4. Filing Instruction: File as directed below

REMOVE

None

INSERT

8330
(Total 16 Sheets)

Acting Assistant Director, Human Resources Management

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DISABILITIES

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.01 Purpose. This document provides a description of the Bureau of Land Management's (BLM) policy on making reasonable accommodations for persons with disabilities by establishing requirements and providing instructions for acting on requests from employees or applicants.

.02 Objective. To provide the BLM employees a reference on the BLM's Policy on Reasonable Accommodations for Persons with Disabilities.

.03 Authority. Selected reasonable accommodation resources from the Equal Employment Opportunity Commission (EEOC) (website: www.eeoc.gov):

A. EEOC Enforcement Guidance: Disability-Related Inquiries and Medical Examinations of Employees Under the Americans with Disabilities Act (July 27, 2000)

B. EEOC Enforcement Guidance: Reasonable Accommodations and Undue Hardship Under the Americans with Disabilities Act (March 1, 1999)

.04 Responsibility

A. Assistant Director for Human Resources Management (AD/HRM) is responsible for setting BLM's policy on reasonable accommodation (that is, ensuring that reasonable accommodations are made for qualified persons or applicants with a disability in accordance with applicable laws, regulations, this Policy, and applicable bargaining unit agreements).

B. Equal Employment Opportunity Officer is responsible for providing guidance and assistance to BLM offices in response to reasonable accommodation requests from qualified employees or applicants with disabilities. The Equal Employment Opportunity Officer will designate a BLM Disability Program Manager who has administrative responsibility for the BLM-wide Program.

C. The BLM Disability Program Manager is responsible for providing technical assistance and guidance on taking or recommending the appropriate action on work accommodations, assignments, and other activities which would benefit both BLM and the employee or applicant with a disability.

D. Employment Officers or Designated Staff serve as the BLM's employment officers and are responsible for conducting job analyses on BLM vacancies to ensure that the knowledge, skills, and abilities identified are related to the essential functions of the job, and that artificial barriers are removed from the hiring process. The AD/HRM is responsible for training staff that is involved in the application process to recognize requests for reasonable accommodation and to

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handle them appropriately. State and Center (S/C) Directors also should ensure that all staff having contact with applicants know how to recognize and handle requests for reasonable accommodation.

E. State and Center Directors shall serve as the decision makers on requests for reasonable accommodations. This responsibility does not include providing any accommodations that would create an undue hardship on BLM. These determinations will be made in consultation with the appropriate management official(s) and other individuals and organizations that can assist in determining the appropriate accommodations. S/C Directors will also designate a staff member to serve as Disability Program Manager for their respective organizations. Disability Program Managers shall be responsible for interpreting policy and providing guidance to S/C Directors and S/C Office staff on matters related to reasonable accommodations. All BLM managers are responsible for ensuring that selections of qualified disabled persons are made in a non-discriminatory manner and that this policy for the reasonable accommodation of persons with disabilities is implemented.

F. Employees and Applicants are responsible for bringing their requests for reasonable accommodations to the attention of the appropriate office and for providing specific information on the nature of their abilities and disabilities with regard to the requirements of the job, so that an assessment can be made of possible means for reasonable accommodation. (Examples of means of reasonable accommodation are provided in Section 7).

.05 References.

- A. Rehabilitation Act of 1973, as amended.
- B. 29 United States Code (U.S.C.) Section 701,
- C. 29 Code of Federal Regulations (C.F.R.) Section 1614.203(c)

.06 Policy. In accordance with Section 501 of the Rehabilitation Act of 1973, EEOC Management Directives 712 and 713 (Affirmative Action for Hiring, Placement, and Advancement of Individuals with Handicaps), and EEOC Regulations at 29 CFR Part 1614 (Federal Sector Equal Employment Opportunity), the Department of the Interior (DOI), BLM, will make reasonable accommodations for the known physical or mental limitations of a qualified disabled employee or applicant unless the accommodation would impose an undue hardship on the operation of the program.

.07 File and Records Maintenance. Reserved.

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.1

.1 Applicability. This Policy applies only to qualified employees and applicants who have a disability. A disabled person is one who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

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.2 Guidelines for Assessing and Providing Reasonable Accommodation

.21 Overview. Reasonable accommodation is a logical change or adjustment to a job or worksite that makes it possible for otherwise qualified employees with disabilities to perform the essential functions of the positions in question. Accommodations are determined on a case-by-case basis, taking into consideration the needs of the applicant or employee, his/her specific disability, the essential duties of the position in question, the work environment, and the reasonableness of the proposed accommodation.

In all cases where the accommodation requested by an employee is not approved, the employee or selectee must be consulted before an alternative accommodation is provided. An accommodation must be work-related and not for personal needs or use such as providing eye glasses, hearing aids, or transportation to work. The responsibility to provide reasonable accommodation does not end when the person with a disability is placed in a position. The accommodation also must be considered in training, merit staffing processes, and any other aspect of employment that would be adversely affected if BLM failed to provide a reasonable accommodation.

.22 Reasonable Accommodation Assessment.

A. The BLM is required to make reasonable accommodation for a qualified person with a disability unless it can demonstrate that the accommodation would impose an undue hardship on the operation of BLM. These determinations must be made on an individual basis. All alternatives will be explored to determine if the reasonable accommodation is the most effective one for both the employee and the BLM.

B. The first step in determining an appropriate accommodation after a request is received from a qualified disabled person is to review the accommodation requested to determine if it is reasonable. If it is not, the first-line supervisor, supervising AD, S/C Director, or designee who will make the determination, shall consult with the employee with a disability and ask for suggestions as to what accommodations would enable him/her to perform the essential functions of the job. When providing auxiliary aids, the BLM manager should give preference to the request of the person with the disability, unless the request would constitute an undue hardship. Accommodations need to be made to the known physical or mental limitations. BLM is not obligated to make an accommodation for a job interview, or for an existing job, until the applicant or employee has communicated his/her needs.

C. The value and nature of a particular accommodation may be clarified by considering the following questions:

(1) Is the accommodation necessary for the performance of essential duties?

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(2) What effect will the accommodation have on the BLM's operation and on the employees' job performance?

(3) To what extent does the accommodation compensate for the limitations of an employee with a disability?

(4) Will the accommodation give the employee the opportunity to function, participate, or compete on a more equal basis with co-workers?

(5) Are there alternatives that would accomplish the same purpose?

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.3 Means of Reasonable Accommodation. Examples of the kinds of actions which may constitute reasonable accommodations are listed at 29 CFR §1614.203(c). Reasonable accommodation may include, but shall not be limited to the following:

- A. Making facilities readily accessible to and usable by a person with a disability;
- B. Job restructuring, including part-time or modified work schedules;
- C. Acquisition or modification of equipment or devices;
- D. Appropriate adjustment or modification of examinations;
- E. Provision of readers and interpreters (See Appendix 3);
- F. Accommodations for meetings, conferences, training and seminars.

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.4 Factors in Determining Undue Hardship. The following are some factors that should be considered in determining whether an employee's or an applicant's requested accommodation would impose undue hardship on the operation of the BLM. It is noted, though, that depending on the facts and issues in a particular case, it may be relevant to consider the resources of the DOI as a whole.

- A. The overall size of the BLM program with respect to the number of employees, number and type of facilities, and size of budget;
- B. The type of BLM operation, including composition and structure of the work force;
- C. The nature and cost of the accommodation.

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.5 Acting on Reasonable Accommodation Requests.

A. When an employee or applicant makes a request for reasonable accommodation, either on their own behalf, or through a family member, health professional, or other representative acting on the individual's behalf, the following requirements apply:

1. For an employee, the request must be made orally or in writing to his/her supervisor; another supervisor or manager in his/her immediate chain of command, the Office Director, or the S/C Disability Program Manager. An applicant provides the request to the servicing personnel office for the BLM office having the vacancy for which she/he wants to be considered. (A sample request form is provided in Appendix 1.) An oral request for accommodation is deemed accepted when made and will be processed accordingly. For record-keeping purposes, the employee or applicant should also submit the request in writing within *five (5) business days* of making the request.

2. The request must state, at a minimum, that the individual needs an adjustment or a change at work or in the application process for a reason related to his/her disability.

3. If reasonable medical documentation is requested pursuant to paragraph 9b below, it is the responsibility of the employee or applicant requesting the reasonable accommodation to provide appropriate medical documentation related to their functional impairment and the requested accommodation where the disability and/or need for accommodation is not obvious or already known.

B. The BLM's Decision on the Request

1. Upon receipt of the request for reasonable accommodation, the staff member who received the request will forward it to the employee's first-line supervisor in no more than *five (5) business days*. The first-line supervisor will review the request and issue a written decision to the employee or applicant within *15 calendar days* from when the initial request was made. In the event that the first-line supervisor is not the appropriate official to make this determination, the first-line supervisor or the staff member who received the request will forward it to the appropriate AD, S/C Director or designee, who will review the request and issue a written decision to the employee or applicant within *15 calendar days* from when the initial request was made. If the S/C Disability Program Manager is the decision maker, she/he will make a decision on the request and provide the accommodation within *20 business days* from when the request was made. If medical documentation is required by the S/C Disability Program Manager, the employee or applicant will be allowed *10 business days* to provide that documentation. In those cases, the first-line supervisor, AD, S/C Director, or designee will issue a written decision in no

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more than *15 calendar days* from the date when the medical documentation was received. At the requester's option, a DOI medical officer who will provide an advisory opinion to the deciding official must review medical information submitted in conjunction with a request for reasonable accommodation. BLM also has the right to have medical information provided by the employee or applicant reviewed, at BLM's expense, by a medical expert of BLM's choosing. In any case, medical documentation submitted in support of any request for reasonable accommodation will be sealed and maintained in secure storage by the BLM or S/C Disability Program Manager. The failure to provide appropriate documentation or to cooperate in BLM's efforts to obtain such documentation can result in a denial of the reasonable accommodation. In addition, other circumstances may delay providing reasonable accommodations within the stated time frames. However, every attempt should be made to process requests for reasonable accommodation on a timely basis.

2. The first-line supervisor, AD, S/C Director, or their designee, who is responsible for making a decision on the request for accommodation will consider the following in determining whether an accommodation can be made:

- (a) The employee's or applicant's specific disability and the existing limitations;
- (b) The essential duties of the particular job;
- (c) The work environment; and
- (d) Whether the proposed accommodation would result in an undue hardship for

BLM.

3. The first-line supervisor, AD, S/C Director or designee should confer with the employee or applicant 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.

4. The first-line supervisor, AD, S/C Director or designee may consult with other management officials, the BLM Disability Program Manager and/or the Equal Employment Opportunity Officer, if necessary.

5. The decision on the request for reasonable accommodation must state in writing whether the proposed accommodation will be made, including a specific description of the action(s) to be taken.

6. If a requested accommodation is approved and is of the type that will be needed on a repeated basis (e.g., a sign language interpreter), the employee does not have to submit

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additional requests each time they need the accommodation. In such cases, BLM should provide the accommodation on an as needed basis whether or not the employee has requested it.

7 (a). When necessary, expedited processing of a request for an accommodation should occur, as when an individual needs the accommodation to apply for a position or to participate in a specific agency activity that is scheduled to occur shortly.

(b) Failure to respond promptly to a request for a reasonable accommodation, especially in those situations where the accommodation could be provided in an expedited manner, may result in a violation of the Rehabilitation Act.

8. If there is either a delay in processing a request for a reasonable accommodation, or after a request is approved, a delay in delivering the reasonable accommodation, the BLM Disability Program Manager must notify the employee or applicant of the reason for the delay, and to the extent possible, keep the employee or applicant informed of the date on which BLM expects to complete the process. In the event of such a delay, the first-line supervisor, AD, S/C Director or designee must investigate whether there are temporary measures that could be taken to assist the individual with a disability. Extenuating factors that may delay processing of a request for accommodation or providing the accommodation, are factors that could not reasonably have been anticipated or avoided in advance of the request for accommodation.

9 (a). If the first-line supervisor, AD, S/C Director or designee cannot make a decision on the initial request for accommodation because the disability of the employee or applicant is not obvious or not already known, and as a result, reasonable medical documentation is needed to establish that the individual has a disability and needs accommodation, he or she may request such reasonable medical documentation as defined in 5 C.F.R. §339.102 and attached Appendix 2.

(b) BLM has the right to request relevant supplemental medical information if the documentation submitted did not clearly explain the nature of the disability, or the need for the reasonable accommodation, or did not otherwise clarify how the requested accommodation will assist an employee to perform the essential functions of the job or to enjoy the benefits and privileges of the workplace, or, in the case of an applicant, assist them with the application process. If BLM requests relevant supplemental medical information, the individual making the decision on whether to approve the accommodation should explain to the employee or applicant why the documentation already submitted was insufficient and should identify the medical documentation still needed.

(c) If the employee or applicant is still unable to provide sufficient information in support of the request, BLM may request that the individual be examined by a health care

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professional of the BLM's choice at BLM's expense. Any such medical examination must be limited to determining the existence of a disability and/or the functional limitations that require an accommodation. Where a medical examination is warranted, BLM must explain to the individual that failure to agree to take the medical examination could result in a denial of the accommodation.

10. A decision denying the proposed accommodation (that is a decision unfavorable to the employee) must be in writing and specifically explain the reasons why the request was denied (e.g., why the medical documentation was inadequate to establish that the individual has a disability or needs reasonable accommodation, why the requested accommodation would not be effective, or why the accommodation would pose an undue hardship).

11. (a) If a decision is made to deny a requested accommodation for the position held by an employee, and no alternate accommodation can be identified, BLM shall consider reassignment of the employee to another position for which they are qualified within the geographic area where they are employed. Such a determination will be made by the AD or S/C Director, with the concurrence of the EEO Manager and the Personnel Officer for that geographical area. If any such position(s) is identified, a determination will need to be made as to whether the employee would need an accommodation to perform in any such position. If a suitable position is identified within the same geographic area, and any needed accommodation is found to be reasonable, such position shall be offered to the employee.

(b) If no suitable position can be identified for reassignment in that geographic area, then the DOI-wide first-line supervisor, AD, S/C Director or designee shall confer with the employee to determine whether there are any other geographical areas where they are willing to be reassigned. If the employee is willing to be reassigned to another geographical area, the first-line supervisor, AD, S/C Director or designee shall confer with the BLM Disability Program Manager, who shall contact the S/C Director and the Personnel Officer in those geographical areas to determine whether the employee is qualified for any particular positions which are available in those areas. If any such position(s) is identified, a determination will need to be made as to whether the employee would need an accommodation to perform in any such position. If a suitable position is identified in another geographic area, which the employee has indicated is acceptable, and any needed accommodation is found to be reasonable, such position shall be offered to the employee.

12. A decision denying the proposed accommodation must be reviewed by the BLM Disability Program Manager, EEO Officer or AD/HRM prior to issuance. If the issue is

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availability of resources for the proposed accommodation, then the AD/HRM will provide assistance in determining the availability of additional resources.

13. A written copy of each decision on reasonable accommodation will be provided to the employee and the EEO Officer. The written notice of denial will also inform the individual that if she/he believes that she/he has been subjected to illegal discrimination, she/he has the right to file a Complaint of Discrimination. In addition, the individual may have rights to pursue Merit Systems Protection Board (MSPB) and union grievance procedures. The notice also explains procedures available for reconsideration.

14. All requests for and provision of reasonable accommodations must be kept confidential.

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.6 Reconsideration.

A. Individuals with disabilities can request prompt reconsideration of a denial of reasonable accommodation.

B. If an individual wishes reconsideration, she/he should first ask the decision maker to reconsider the decision. The individual may present additional information in support of his/her request. The decision maker will respond to the request for reconsideration within *five (5) business days*.

C. If the decision maker was not the AD, S/C Director, and she/he does not reverse the decision, the individual can ask the concerned AD or S/C Director to do so. The AD or S/C Director will respond to this request within *10 business days*.

D. If the decision maker was the AD or S/C Director, and she/he does not reverse the decision, the individual can ask the AD/HRM to do so. Such requests will be forwarded through the BLM Disability Program Manager or the BLM EEO Officer. The AD/HRM will respond to this request within *10 business days*.

E. Pursuing any of the reconsideration procedures identified above, including seeking reconsideration from the decision maker and appealing to the next person in the decision maker's chain of command, *does not affect the time limits for initiating statutory and collective bargaining claims. An individual's participation in any or all of these informal dispute resolution processes does not satisfy the requirements for bringing a claim under EEO, MSPB, or union grievance procedures.*

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.7 Information Tracking and Reporting. The decision maker will complete the “Information Reporting Form” (Attachment 4) and submit it to the BLM Disability Program Manager within 10 business days of the decision. The decision maker should attach to the form copies of all information she/he received as part of processing the request, except for medical documents. Medical documents should be sealed, marked as *confidential medical information*, and maintained in secure storage by the BLM or S/C Disability Program Manager. Such medical documents will not be kept with the employee’s Official Personnel Folder. Such medical documents may only be reviewed by a BLM official who is involved in making a determination concerning a subsequent request by the employee for an accommodation to their disability, or to the BLM and S/C Disability Program Manager responsible for preparing the report listed in B. below.

A. The BLM or S/C Disability Program Manager will maintain these records for the longer of the employee’s tenure with BLM or for 5 years.

B. The BLM and S/C Disability Program Manager will annually prepare a report, to be made available to all employees. The report will contain the following information, presented in the aggregate:

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

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C. In addition, the report will provide a qualitative assessment of BLM's reasonable accommodation program, including any recommendations for program improvement or changes in the EEOC's reasonable accommodation policies and procedures.

D. BLM shall retain, and be able to provide to the EEOC, the information or any cumulative records used to prepare said annual report which tracks BLM's performance with regard to reasonable accommodation, for at least 3 years.

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Glossary

a. **Disabled Person** is one who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

b. **Physical or Mental Impairment** is 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; 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.

c. **Major Life Activities** are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

d. **Has a Record of Such an Impairment** is defined as having a history of, or being classified (or misclassified) as having, a mental or physical disability that substantially limits one or more major life activities.

e. **Regarded as Having Such Impairment** is defined as having a physical or mental impairment that does not substantially limit major life activities, but is treated by an employer as constituting such a limitation, has a physical or mental impairment that substantially limits major life activities only as a result of the attitude of an employer toward such an impairment, or has none of the impairments defined above but is treated by an employer as having such a limitation.

f. **A Qualified Disabled Person** is one who, with or without a reasonable accommodation in an employment setting, can perform the essential functions of the position in question without endangering the health or safety of the individual and others; and who, depending on the type of appointing authority being used, meets the experience and/or education requirements of the position in question (which may include passing a written test), or meets the criteria for appointment under one of the special appointing authorities for disabled persons.

g. **Undue Hardship** occurs if a specific type of reasonable accommodation causes *significant difficulty or expense* to BLM. In that case, BLM does not have to provide that particular accommodation. Determination of undue hardship is always made on a case-by-case basis, considering factors that include the nature and cost of the reasonable accommodation needed and the impact of the reasonable accommodation on the operation of BLM.

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Sample Request Form for Reasonable Accommodation
CONFIDENTIAL

Please describe the disability and the need for a reasonable accommodation.

I hereby request an accommodation for the stated disability, as follows: (Be as specific as possible concerning the accommodation being requested, e.g., adaptive equipment, reader, interpreter)

If accommodation is time sensitive, please explain:

Name

Signature

Date

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Reasonable Accommodation for Qualified Disabled Persons

Medical Documentation to Support Requests for Reasonable Accommodation

Medical documentation provided or obtained in connection with a medical determination related to employability may include the following information, or the parts identified by the BLM as necessary or relevant:

1. The history of the specific medical condition(s) including references to findings from previous examinations, treatments, and responses to treatments;
2. Clinical findings from the most recent medical evaluation, including any of the following which have already been obtained: findings of physical examination, results of laboratory tests, X-rays, EKG, and other special evaluations or diagnostic procedures and in the case of psychiatric disease, the findings of a mental status examination and the results of psychological tests;
3. Assessment of the current clinical status and plans for future treatment;
4. Diagnosis;
5. An estimate of the expected date of full or partial recovery;
6. An explanation of the impact of the medical condition on life activities both on and off the job;
7. Narrative explanation of the medical basis for any conclusion that the medical condition has or has not become static or well stabilized;
8. Narrative explanation of the medical basis for any conclusion, which indicates the likelihood that the individual is, or is not, expected to experience sudden or subtle incapacitation as a result of the medical condition.

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Standard for Review of Medical Documentation

Review of medical documentation is an assessment by, or in coordination with, a physician to ensure that the following criteria are met:

1. All diagnoses and clinical impressions are justified in accordance with established diagnostic criteria; and
2. The conclusions and recommendations are consistent with generally accepted medical principles and practice.

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Utilizing Sign Language Interpreters

1. Scheduling Interpreter Services. The individual or office scheduling a meeting or event, which will require interpreting services (staff meeting, training, office function, etc.) is responsible for directing the request, via e-mail, to “Interpreting Services.” **Please check to see if an interpreter is available before scheduling date, time, and place of the event.**

Requests for staff interpreters are accepted and scheduled on a first come, first serve basis -- with exceptions considered on a case-by-case basis. Interpreting for official BLM business always takes priority over interpreting for non-official matters.

Advance scheduling – preferably 1 to 2 weeks – is strongly encouraged, to the extent possible. Although it is not possible to foresee every occasion for which interpreting services may be required, failure to schedule interpreting services well in advance may result in the necessity to reschedule meetings until interpreter services are available.

If a meeting or event will last longer than one half hour, arrangements must be made for more than one interpreter to be present, or the meeting or event must be scheduled to include sufficient rest periods, including a “sign-free” lunch break, if necessary. Generally, one interpreter can work 45-60 minutes and then needs a 15-minute break. A break during a meeting or event does not constitute a rest period for the interpreter if she/he is expected to continue working (e.g., deaf and hearing parties wish to communicate during the break and look to the interpreter to facilitate the exchange).

An employee who knows sign language or who is taking a sign language class is **not** an acceptable substitute for an BLM staff interpreter or a contract interpreter.

2. Work Events Outside the Workplace. BLM will provide an interpreter for an employee who is hearing impaired and who, as part of his/her job, attends a meeting or event outside of the workplace. If she/he attends a conference or training program sponsored by an outside organization, the sponsoring organization is principally responsible for providing interpreters. BLM staff interpreters will provide interpreting services, however, if the sponsoring agency fails to do so.

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When an employee goes to a meeting, conference, or training program outside the workplace, BLM will assess whether it would be effective to send staff interpreter(s) or contract interpreter(s). If BLM decides it would be more effective to send staff interpreter(s), and BLM provides transportation for or reimburses the travel costs of the employee, then the office of the employee with disability must also provide for/reimburse travel costs for the staff interpreter(s). Similarly, if BLM pays for meals for the employee who is deaf or hard of hearing while attending these types of events, then the office of the employee with the disability must also pay for the meals for the staff interpreter(s).

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Reasonable Accommodation Information Reporting Form

Name of Individual requesting reasonable accommodation:

Office of Requesting Individual:

1. Reasonable accommodation: (check one)

Approved

Denied (If denied, attach copy of the written denial letter/memo –
See Section 10, page 10, of the Reasonable
Accommodation Procedures.)

2. Date reasonable accommodation requested:

Who received request: _____

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

Name of decision maker: _____

4. Date reasonable accommodation approved or denied:

5. Date reasonable 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 reasonable accommodation
(*including occupational series, grade level, and office*):

8. Reasonable 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)

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

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

11. Was medical information required to process this request? If yes, explain why. List the documents submitted on behalf of the applicant.

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

13. Comments:

Submitted by: _____ Phone: _____

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