



United States Department of the Interior

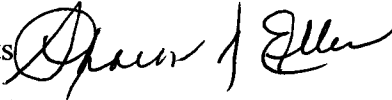
OFFICE OF THE SECRETARY
Washington, DC 20240



MAR 17 2011

CIVIL RIGHTS DIRECTIVE 2011-03

To: Bureau Equal Employment Opportunity Officers

From: Sharon D. Eller, Director, Office of Civil Rights 

Subject: DOI, Office of Civil Rights, Accessible Technology Center (ATC) Scooter Loan Policy

This Directive provides guidance on the U.S. Department of the Interior's Office of Civil Rights Accessible Technology Center (ATC) Scooter Loan Policy. The purpose of the ATC Scooter Loan Program is to provide assistance to DOI employees who have temporary mobility issues. DOI employees may borrow an ATC scooter for a limited timeframe when they are faced with temporary mobility issues which include, but are not limited to, minor surgical procedures, accidents, injuries or illnesses that restrict their ability to move. DOI employees with mobility issues of a more long-term nature should follow DOI reasonable accommodations guidelines for seeking long-term accommodations through their supervisor, Human Resources Office, or Disability Employment Program Manager. Attached is the ATC's policy regarding scooter loans.

The Scooter Loan Policy is effective immediately. Questions regarding this policy may be directed to Jennifer Meltz of the ATC at 202-208-5481 or Jennifer_Meltz@ios.doi.gov.

Cc: Deputy Assistant Secretary – Human Capital and Diversity
Human Capital Officers
Human Resources Officers

DOI, Office of Civil Rights

Accessible Technology Center Scooter Policy

The purpose of the Accessible Technology Center (ATC) Scooter Loan Program is to provide assistance to DOI employees who have temporary mobility issues. DOI employees may borrow an ATC Scooter for a limited timeframe when they are faced with temporary mobility issues which include, but are not limited to, minor surgical procedures, accidents, injuries or illnesses that restrict their ability to move. DOI employees with mobility issues of a more long-term nature should follow DOI reasonable accommodation guidelines for seeking long-term accommodations through their supervisor, Human Resources Office, or Disability Employment Program Manager. The following is the ATC's policy regarding scooter loans:

1. DOI employees who wish to participate in the scooter loan program must:
 - a) Advise their supervisor of the need for a scooter.
 - b) Submit an e-mail or memorandum to Jennifer_Meltz@ios.doi.gov, located in MIB 2070, stating why the scooter is needed and the anticipated length of the loan. The supervisor must be copied on the email or memorandum.
2. Scooters loaned to DOI employees must be returned no later than **eight (8) weeks** from the date received.
3. Due to a limited inventory, scooters cannot be loaned to one individual indefinitely.
4. In the event that the ATC develops a waiting list for scooter loans, any scooter that has been on loan more than 8 weeks is subject to being reclaimed by ATC personnel.
5. In the event that a scooter must be reclaimed, the employee and his/her supervisor will be given a written (e-mail) 48 hour notice.
6. When there is no waiting list for a scooter, the employee may continue to use the scooter after 8 weeks but must be prepared to relinquish the scooter if a new request is received by the ATC.
7. ATC scooters should be used during normal business hours and shall remain at the employee's workstation at night for charging.
8. Scooter keys and battery chargers are the responsibility of the DOI employee who borrowed the scooter. Lost or stolen keys or battery chargers will be replaced with key-duplication and battery charges billed to the employee's office.

I have read the above policy statement and agree to abide by these guidelines and return the scooter to the ATC by _____.

Print Employee Name: _____ Bureau/Office: _____

E-mail: _____ Room No.: _____

Employee's Signature

Date

Telephone number

Supervisor's Name

Date

Telephone number

Supervisor's Signature

Name of Scooter _____
(To be determined by the ATC)

Signature of ATC Representative