



# Defense Logistics Agency

## Re-Entry Reasonable Accommodation Guidance

December 1, 2023

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OPR: DLA Equal Opportunity Employment (EEO)

SUBJECT: DLA Re-Entry Reasonable Accommodation Process Guidance

REFERENCES: See Enclosure 1. Updated as new guidance is released.

1. PURPOSE: Establish agency-wide process for making centralized decisions on RA requests from individuals requesting remote work, telework greater than 179 days, and deviations from the DLA Telework policy in Enclosure 1, Reference h. which authorizes Mondays and Fridays as the only telework days and requires in office presence on Tuesdays, Wednesdays, and Thursdays (**hereinafter referred to as the “DLA Standard Telework Schedule.”**)
2. SUMMARY OF CHANGES: Initial release: TBD.
3. APPLICABILITY: This guidance is applicable DLA-wide.
4. POLICY: Provide reasonable accommodation (RA) to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and Rehabilitation Act.
5. RESPONSIBILITIES: See Enclosure 2.
6. PROCEDURES: See Enclosure 3.
7. INFORMATION REQUIREMENTS:
  - a. DLA Form 1887 Confirmation of Request for Reasonable Accommodation will be utilized to initiate an RA Request.
  - b. DLA Form 1887-1 Resolution of Reasonable Accommodation Request and Notification of Rights will be utilized to approve, deny, or provide an alternate accommodation.
  - c. Reasonable accommodation forms, further information on required documentation, and instructions on how and where to submit a reasonable accommodation request are available on the [DLA Equal Employment Opportunity \(EEO\) Office website](#).

8. RELEASABILITY: This guidance is approved for release and available to users with a need to know.
9. INTERNAL CONTROLS: All personal information collected from individuals, including medical documentation, will be treated in accordance with applicable laws and policies on privacy, including the Privacy Act of 1974 and DoD Instruction 5400.11, "DoD Privacy and Civil Liberties Programs," January 29, 2019, change 1 effective December 8, 2020.
10. EXPIRATION DATE: The Guidance will expire NLT 180 days from issuance or earlier when cancellation is issued by OPR.

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## ENCLOSURE 1: REFERENCES

- a. Rehabilitation Act of 1973 as amended.
- b. 29 CFR 1614.203 Rehabilitation Act.
- c. 29 CFR 1630 Regulations to Implement the Equal Employment Provisions of the American with Disabilities Act (ADA).
- d. Executive Order 13164, Establishing Procedures to Facilitate the Provision of Reasonable Accommodation (July 26, 2000).
- e. DoD Directive 1020.1, Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of Defense, November 21, 2003.
- f. DLAI, 1440.01, Reasonable Accommodations (RA) for Individuals with Disabilities, November 28, 2022(g).
- g. DTM, 22-005 DLA Telework and Remote Work, September 15, 2022.
- h. Memorandum, Future of Work: Telework and Remote Work Pilot Program Update, September 28, 2023.

## ENCLOSURE 2: RESPONSIBILITIES

1. DIRECTOR, EQUAL EMPLOYMENT OPPORTUNITY (DO), under the authority, direction, and control of the DLA Director, will:
  - a. Establish a process for individuals who are requesting as an RA permanent remote work, telework greater than 179 days, and deviations from the DLA Standard Telework Schedule.
  - b. Maintain a mechanism to track RA requests.
  - c. Provide RA request data to COS/J1/DG on a weekly basis.
  - d. Appoint a Disability Program Director (DPD).
2. Approval Authority (AA) will be at the DLA HQ and will serve as the agency-wide decision-maker for all RA requests for remote work, telework greater than 179 days, and deviations from the DLA Standard Telework Schedule.
3. DISABILITY PROGRAM DIRECTOR (DPD) will: Facilitate the processing of RA packages received from the MSC/HQ Disability Program Coordinators (DPCs) for employees requesting permanent remote work, telework greater than 179 days, or deviations from the DLA Standard Telework Schedule.
4. DISABILITY PROGRAM COORDINATOR (DPC), will:
  - a. Manage the RA process at their respective MSC/HQ and ensure the 45-day calendar processing timeline is met.
  - b. Send completed RA packages to DPD for employees requesting remote work, telework greater than 179 days, or deviations from the DLA Standard Telework Schedule.
5. FIRST LINE SUPERVISORS, will:
  - a. Refer employee to the DPC within two business days from the time the supervisor is notified of RA request for remote work, telework greater than 179 days, or deviations from the DLA Standard Telework Schedule.
  - b. Participate in the interactive process and work closely with employee and DPC to discuss effective RA options.
  - c. Provide documentation requested by DPC and adhere to the RA processing timelines.

6. EMPLOYEES, will:

- a. Request an RA orally, via e-mail, or by submitting DLA Form 1887 directly to the supervisor or the servicing agency DPC. If sending a request to the DPC, send an RA request to the geographically closest servicing Major Subordinate Command's (MSC)/HQ RA mailbox, not to the Disability Program Coordinators' work email address. The RA mailboxes for each MSC/HQ DPC are listed on the DLA EEO website.
- b. Participate in the interactive process.
- c. Provide requested information, such as medical documentation, when requested by the DPC and if needed, request an extension when more time is needed to obtain the requested information.
- d. Adhere to the RA processing timelines provided by the DPC.

7. APPLICANTS, will:

- a. Request an RA by contacting the point of contact identified in the job announcement.
- b. Provide medical documentation, if requested.

8. DLA GENERAL COUNSEL (DG) will: serve as the Approval Authority (AA) legal advisor.

### ENCLOSURE 3: PROCEDURES

#### 1. RA REQUESTS FOR REMOTE WORK, TELEWORK GREATER THAN 179 DAYS, AND DEVIATIONS FROM THE DLA STANDARD TELEWORK SCHEDULE WILL BE PROCESSED USING THE PROCEDURES BELOW.

- a. The DPC will work with the RA requestor and first line supervisor and collect all the information necessary for the AA to make a decision. This includes medical documents if necessary and information from the appropriate J1 Customer Account Manager (CAM) regarding any potential recallable distance/locality pay impacts of the requested RA. Additionally, the DPC will facilitate the interactive process between the requestor and first line supervisor. The DPC will compile the collected information into a file which will include a Staff Summary Sheet (SSS) and recommendation memorandum addressed to the AA completed by the first line supervisor. This is the "RA File". The DPC will transmit the RA File to the DPD.
- b. The DPD will ensure the RA File is complete and notify the AA legal advisor.
- c. The AA legal advisor will meet with and advise the AA. The AA's decision will be provided to the DPD who will transmit it to the DPC.
- d. The DPC will provide the RA decision to the requester and coordinate any reconsideration request with the DPD.

#### 7. RECONSIDERATION OF DENIALS.

- a. A request for reconsideration of a denial of an RA request must be submitted within 10 calendar days of receipt of the written denial. **Providing an alternative accommodation is not a denial and is not eligible for reconsideration.**
- b. A request for reconsideration must be submitted to the DPC who will coordinate with the DPD to ensure the request is considered and a decision made.
- c. A decision on the reconsideration request will be made within 14 business days. A request for reconsideration will not extend the time limits for initiating administrative/claims or filing a grievance pursuant to the applicable collective bargaining agreement.