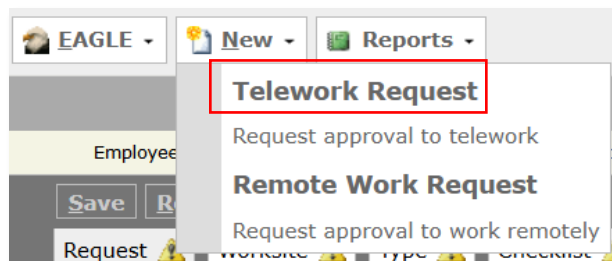


Reasonable Accommodation – Reason Coding in EAGLE

SITUATIONAL TELEWORK AGREEMENT

Interim or Approved Reasonable Accommodations – a situational telework agreement is required when the reasonable accommodation does not designate set telework days.

1. Select **“Telework Request”** from the **“New”** drop down menu:



2. Click the **“Type”** tab and then select **“Situational”** from the telework schedule dropdown menu:

A screenshot of the EAGLE software interface, specifically the 'Type' tab. The 'Type' tab is highlighted with a red rectangular box. Below the tab, there is a dropdown menu for 'Telework Schedule'. The dropdown is open, showing two options: 'Regular/Recurring' and 'Situational'. 'Situational' is highlighted with a red rectangular box. To the right of the dropdown, there is a 'Schedule Type' dropdown set to 'Flexitime'. Below the 'Telework Schedule' dropdown, there is a 'Tour of Duty Start' dropdown set to 'Regular/Recurring'. To the right of the 'Tour of Duty Start' dropdown, there is a 'Start Date' field set to '02/07/2025' and an 'End Date' field set to '02/07/2026'. Below the 'Telework Schedule' dropdown, there is a 'Days/Pay Period' field. Below the 'Start Date' and 'End Date' fields, there is a 'Temporary' checkbox. Below the 'Days/Pay Period' field, there is a 'Telework Eligibility Codes' section. The 'Employee' field is set to 'ER001' and the 'Position' field is set to 'YA001'. Below the 'Employee' field, there is a note: 'Employee eligible for frequent telework, including emergency and OPM prescribed "unscheduled Telework"'. Below the 'Position' field, there is a note: 'Eligible for Regular, recurring telework'. Below the 'Telework Eligibility Codes' section, there is a '*Days of the Pay Period:' section with a 'Days of the Pay Period' field and a 'D' button. To the right of the 'Days of the Pay Period' section, there is a '*Equipment Issued (documented and receipted):' section with a 'Documented Equipment' field and a 'D' button.

3. Select the “**I have an interim reasonable accommodation** or **I have an approved reasonable accommodation**” from the “**Reason**” drop down menu:

The screenshot displays the EAGLE system request form. At the top, there are tabs for 'Request', 'Worksite', 'Type', 'Checklist', and 'Reference'. The 'Request' tab is active. Below the tabs, there are fields for 'Employee Name', 'Request ID', 'Status', 'Date Submitted', and 'Assign'. The form includes several sections: 'Telework Schedule' with a dropdown for 'Regular/Recurring', 'Tour of Duty Start' and 'End' (both set to 'N/A'), and 'Schedule Type' set to 'Flexitime'. There are also fields for 'Start Date' (02/06/2025) and 'End Date' (02/06/2026). A red box highlights the '*Reason:' dropdown menu, which is open and shows a list of options. The options are: 'I am a spouse accompanying a service member', 'I have a fully executed settlement agreement/judge's order', 'I have an approved reasonable accommodation', 'I have an interim reasonable accommodation' (which is highlighted in blue), 'I've resigned as part of the OPM Deferred Resignation program', and 'Office space is not available'. Below the dropdown, there are fields for '*Days of the Pay Period' and '*Equipment Issued (documented and receipted)'.

4. Complete all other required information on the tabs and hit “**Submit.**”

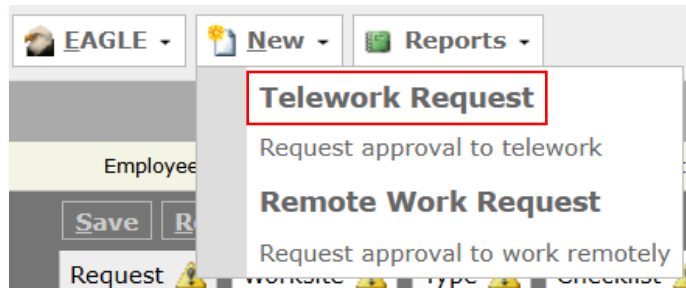
5. The submitted agreement gets routed to the employee’s supervisor and then the Disability Program Coordinator for validation before the agreement is approved in the EAGLE.

****NOTE: If the Interim RA is due to Space Concerns** – when the employee is approved for an interim RA, and the required accommodation provides space that is not available at the traditional work site, the “**Office space is not available**” drop down reason should be selected.

REGULAR/RECURRING TELEWORK AGREEMENT

Interim or Approved Reasonable Accommodations – a regular/recurring telework agreement is required when the reasonable accommodation designates set telework days.

1. Select **“Telework Request”** from the **“New”** drop down menu:



2. Click the **“Type”** tab and then select **“Regular/Recurring”** from the telework schedule dropdown menu:

A screenshot of the EAGLE system telework request form. The form has a header with fields for 'Employee Name', 'Request ID', 'Status', 'Date Submitted', and 'Assign'. Below the header are buttons for 'Save', 'Revert', and 'Submit'. There are five tabs: 'Request', 'Worksite', 'Type', 'Checklist', and 'Reference'. The 'Type' tab is selected and highlighted with a red box. Under the 'Type' tab, there is a dropdown menu for '*Telework Schedule' with 'Regular/Recurring' selected and highlighted with a red box. Other fields include '*Schedule Type' (Flexitime), '*Start Date' (02/06/2025), and '*End Date' (02/06/2026). There are also fields for 'Tour of Duty Start', '# of Days/Pay Period', and 'Temporary'. A section titled 'Telework Eligibility Codes' contains 'Employee: ER001' and 'Position: YA002' with descriptive text. At the bottom, there are sections for '*Days of the Pay Period' and '*Equipment Issued (documented and receipted)'.

3. Select the “**I have an interim reasonable accommodation, or I have an approved reasonable accommodation**” from the “**Reason**” drop down menu:

The screenshot shows the EAGLE system interface for requesting a telework arrangement. The form is titled "Employee Name" and includes fields for "Request ID", "Status", "Date Submitted", and "Assign". The "Request" tab is active, showing a "Save", "Revert", and "Submit" button bar. Below the tabs, the "Reason" dropdown menu is open, displaying a list of reasons. The "I have an interim reasonable accommodation" option is highlighted in blue. The form also includes fields for "Telework Schedule" (Regular/Recurring), "Schedule Type" (Flexitime), "Tour of Duty Start/End" (N/A), "Start Date" (02/06/2025), "End Date" (02/06/2026), and "Days of the Pay Period". The "Days of the Pay Period" field is currently empty. The "Equipment Issued (documented and receipted)" field is also empty. The "Submit" button is located at the bottom right of the form.

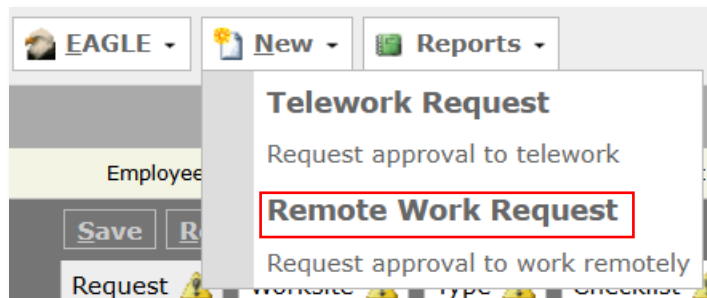
4. Complete all other required information on the tabs and hit “**Submit.**”

5. The submitted agreement gets routed to the employee’s supervisor and then the Disability Program Coordinator for validation before the agreement is approved in the EAGLE.

REMOTE WORK AGREEMENT

Approved or Interim Reasonable Accommodations – a remote work agreement is required when the reasonable accommodation permits the employee to work from an alternate worksite and is not required to report to an agency worksite.

1. Select “**Remote Work Request**” from the “**New**” dropdown menu:



2. Select the “**I have an interim reasonable accommodation or I have an approved reasonable accommodation**” from the “**Reason**” drop down menu.
3. Complete all other required information on the tabs and hit “**Submit.**”
4. The submitted agreement gets routed to the employee’s supervisor and then the Disability Program Coordinator for validation before the agreement is approved in the EAGLE.