

DEFENSE LOGISTICS AGENCY

Established 1961



DLA Return to In-Person Work – Reasonable Accommodation Process Update for Supervisor/Managers

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Disability Program Director



THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY



DLA Return to In-Person Work: Reasonable Accommodation Process Update

Purpose:

DLA Return to In-Person Work – RA Update and Interim Reasonable Accommodation Process Guidance

Agenda:

- RA Definitions
- Supervisors Responsibilities
- Medical Documentation
- RA Process
- Interim RA Process
- Process Documents
- Annual Review
- Revisits
- Reconsiderations
- Reassignments
- Disability Retirement
- Records Management
- Key Things to Remember
- Resources
- How to Contact a DPC
- FAQs



Information



Guidance



Decision



Other



What is a Reasonable Accommodation?

FY 25

Definition:

*Any **change** in the **work environment** or in the way activities are **customarily done** that would enable a qualified individual with a disability to perform the essential functions of their position.*



What is a Disability

FY 25

- Definition: A **physical** or **mental** impairment that limits one or more major life activities
- Major Life Activities: Walking, Seeing, Hearing, Thinking, Talking, Concentrating, Standing and Sitting

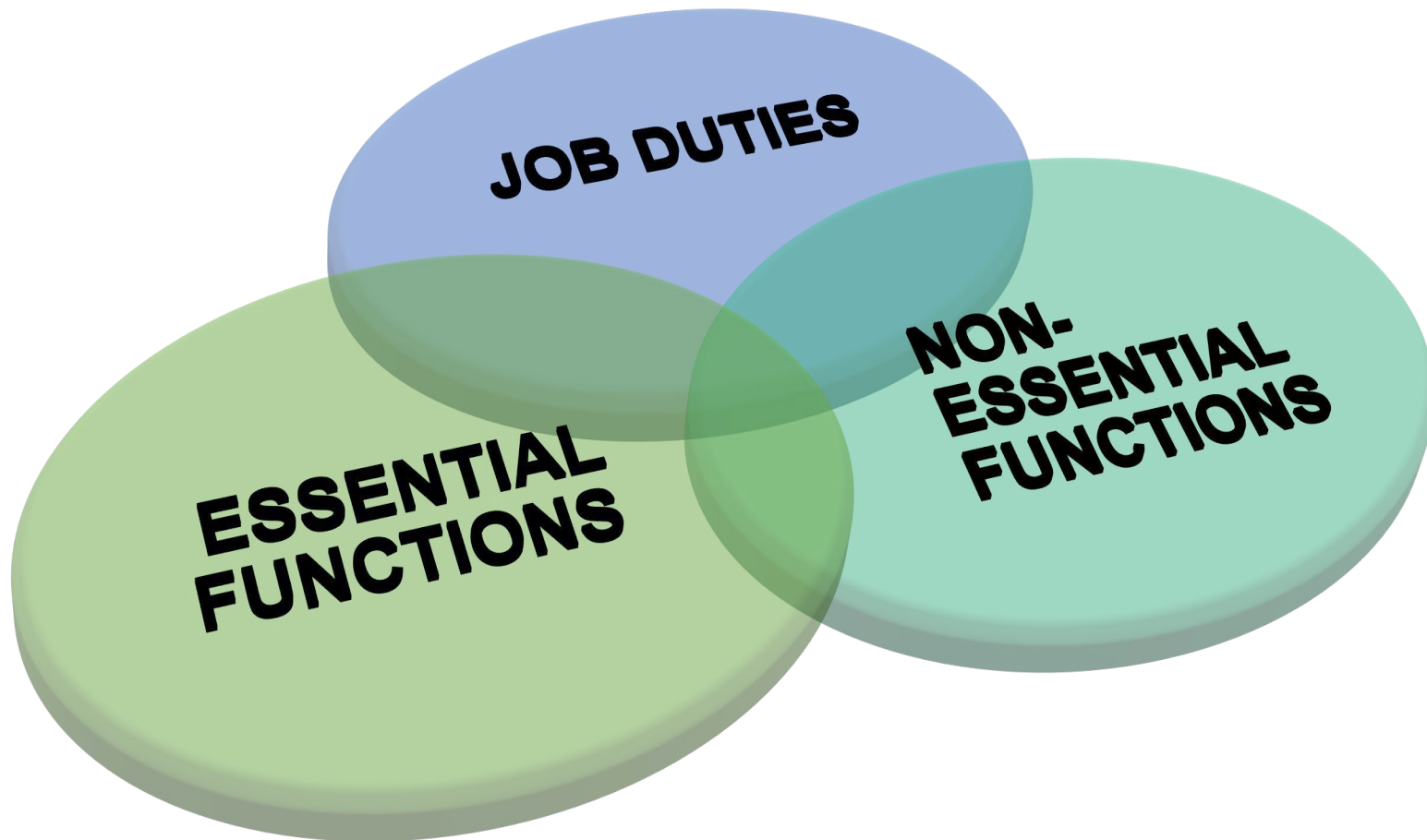


Source: Americans with Disabilities Act Amendments of 2008



Essential vs. Non-Essential

Job Functions





What is an Interim Reasonable Accommodation?

Definition:

*Any **temporary** or **short-term** accommodation that is put in place while the employee is engaging in the interactive process.*



Roles and Responsibilities

Disability Program Coordinator (DPC)

DPC Will:

- Review the 1887 and begin the interactive process with the employee to determine if an Interim accommodation is plausible
- Provide interim documentation to the supervisor within 2 calendar days; for completion
- Review the package for completeness and upload to for routing to the Interim Decision Authority (IDA).
- Once the decision is made and documented on the Interim Reasonable Accommodation (IRA) Memo, DPC will retrieve from the system and provide it to the Supervisor
- Ensure decisions are provided within 5 days of submission
- Track all request and decision for Interim Accommodation for reporting



Supervisors Will:

- Refer employees to the DPC within two calendar days from the time the supervisor is notified of the employee's need for accommodation.
- Participate in the interactive process with the employee and DPC and adhere to RA timeframes.
- Provide information regarding the essential functions of the employee's position
- Make the final decision on the type of accommodation offered to employees based on, but not limited to, job duties, employee's needs, knowledge of job requirements, and employee limitations. Does not apply to remote and telework requests, in these cases you will provide recommendations for accommodation.
- Communicate with your employee regarding the status of their request.
- Coordinate with stakeholders i.e., General Counsel or Human Resources as needed throughout the process and communicate RA status to the employee.
- Serve as recommending official in the centralized RA process (remote and telework requests).
- Conduct periodic follow-up in the first 60 days with the employee to ensure the RA is effective.
- At a minimum conduct an annual review of the employees RA to ensure the RA is still needed and is effective.



Roles and Responsibilities

Interim Decision Authority (IDAs)

IDAs Will:

- Decide for their respective organization/MSC whether to provide an Interim Reasonable Accommodation to individuals requesting situational telework, regular or recurring telework, or remote work as a RA.
- Review the package provided by the DPC within the RA tracking Site (RARE).
- Once the decision is made document the decision on the IRA Memo
- Provide the decision via RARE to the DPC
- Coordinate with General Counsel when needed
- Provide a decision within 5 Calendar days of receipt of the request.
- Record their decision on the IRA (Interim Reasonable Accommodation Memo).



Roles and Responsibilities

Approval Authority (AAs)

AAs Will:

- Decide for the Enterprise whether to provide Reasonable Accommodations to individuals requesting situational telework, regular or recurring telework, or remote work that is 180 days or more.
- Review the AA Recommendation package provided by the DPC within the RA tracking Site (RARE).
- Coordinate with General Counsel when needed
- Once the decision is made document the decision on the IRA Memo
- Provide the decision via RARE to the DPC
- Provide a decision within 6 calendar days of receipt of the request.
- Review requests for reconsideration and revisits.
- Record the decision on the 1887-1



Roles and Responsibilities

MSC/Organization Decision Authorities (DAs)

DAs Will:

- Decide for their respective organization/MSC whether to provide Reasonable Accommodations to individuals requesting situational telework, regular or recurring telework, or remote work that is 179 days or less.
- Review the RA request memo provided by the 1st Line Supervisor documenting their employee's request.
- Coordinate with their local General Counsel's Office when needed.
- Once the decision is made document the decision on form 1887-1
- Provide the decision to the supervisor.
- Provide a decision within 5 calendar days of receipt of the request.
- Review requests for reconsideration and revisits.
- Record the decision on the 1887-1



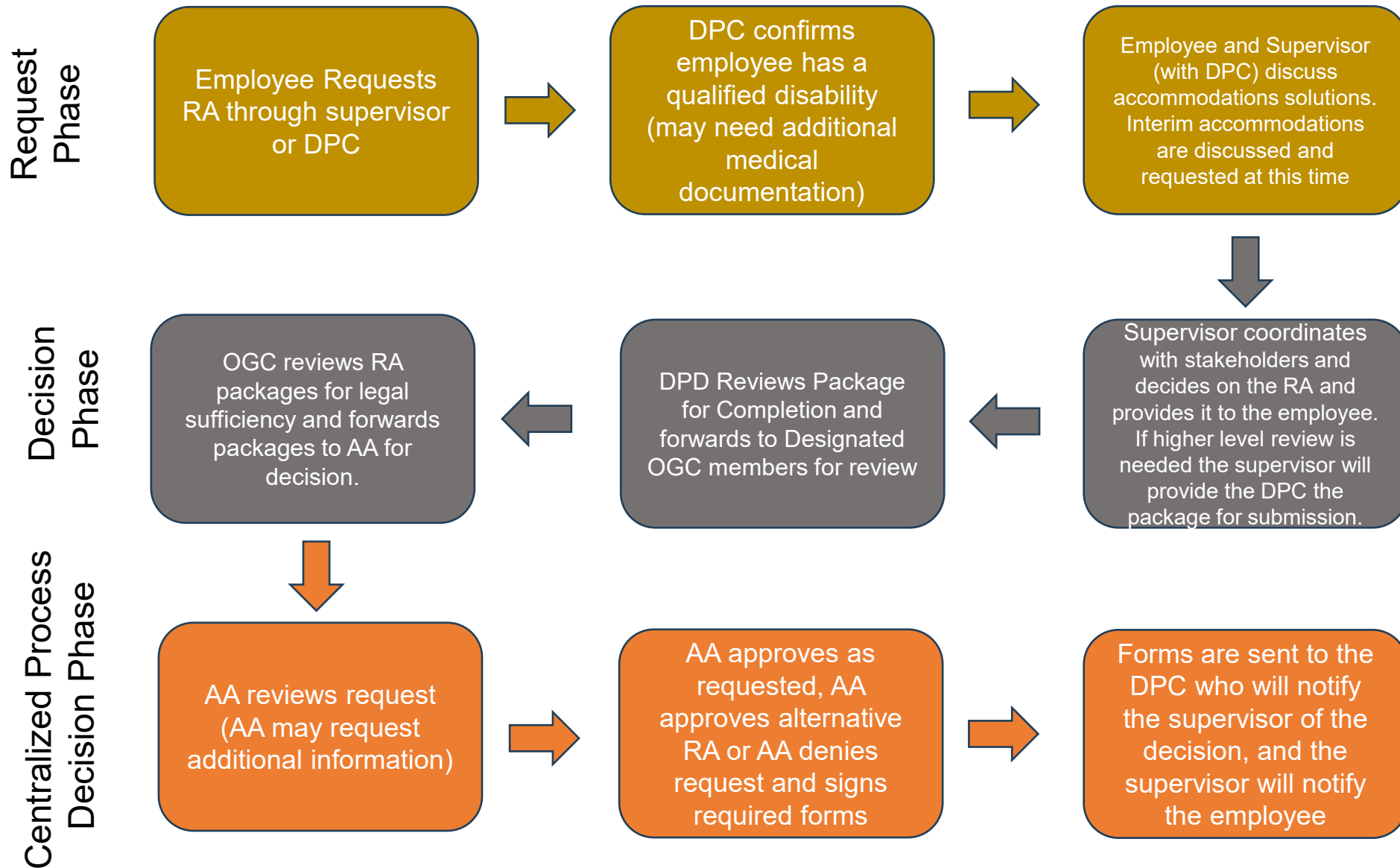
Medical Documentation

1. What is a medical document?
2. Who is responsible for requesting medical documentation?
3. Who has a need to know?





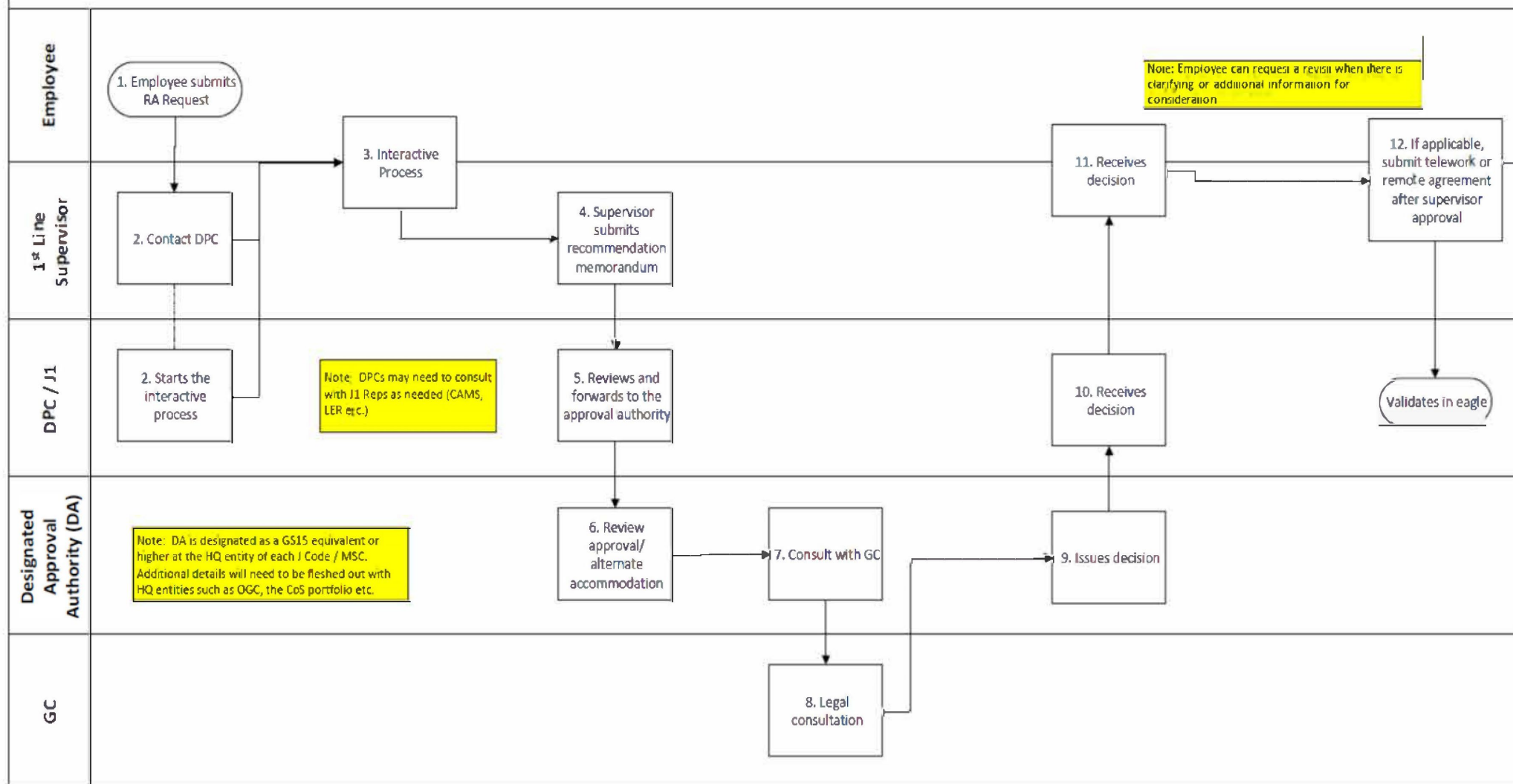
Reasonable Accommodation Process





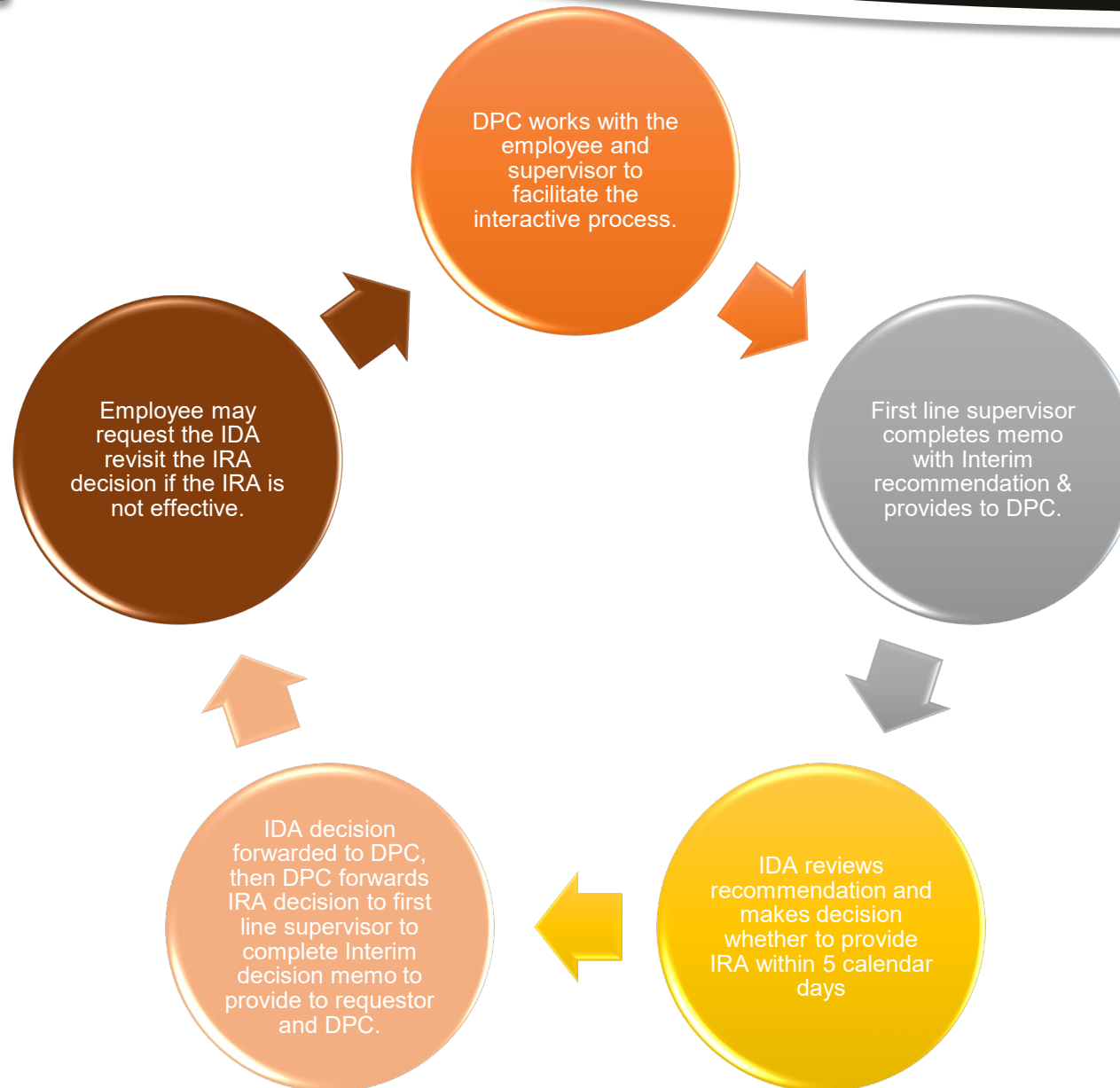
Interim Process Flow Chart

Revamped Interim RA Process (5 Days or Less)





Interim Process at a Glance





RA Process Documents

Supervisors

Supervisor
Checklist

1887 –
Confirmation of
Request

Interim Request
Memo to IDA

Interim Decision
Memo

DPC Memo to 1st
Line Supervisor

Centralized
Process
Recommendation
Memo to AA

1887-1 – RA
Decision and
Notice of Rights.

Revisit
Recommendation
Memo



IRA Notification Memo

Supervisor

DATE: Month, Day Year

MEMORANDUM FOR (Requesters First Line Supervisor)

SUBJECT: 1st Line Supervisor Notification of Request for Interim Reasonable Accommodation (IRA)

Your employee (Employee's Name) submitted a request for an IRA. They are requesting (Remote Work, Situational Telework or Regular and Recurring Telework on a Permanent or Temporary Basis). The medical condition as stated by the employee falls within the definition of an individual with a disability as defined by the Americans with Disabilities Act, as amended. As you are aware, the RA process is an interactive process, and because of the type of request identified above, the request must be elevated to DLA Headquarters for approval. Pending that decision, the employee is requesting implementation of the requested RA as an interim accommodation.

As the first-level supervisor, you must prepare a recommendation concerning your employee's request for IRA. I have attached a memo for you to complete and return to me as soon as possible, but not later than three calendar days from the date this memo is signed. Your recommendation memo will be provided to the Interim Decision Authority (IDA) who will decide if the IRA will be approved, alternate approved or denied. Until the IDA has issued a decision, the employee may be required to use approved leave, as applicable, for any absences related to the medical condition and the subject request for Accommodation. Be advised, if the employee fails to provide documentation to support their request in a timely manner, or fails to participate in the RA interactive process, you will be notified. If this happens the subject RA will be closed, and any IRA may be terminated. If the IRA is approved by the IDA the employee must update their Telework Agreement in EAGLE.

Once you complete the IRA recommendation memo please provide it to me for submission to the IDA. Once a decision is made you will be notified and required to provide your employee with their decision via the Employee Interim Reasonable Accommodation Notification Memo

Please feel free to contact the undersigned if you have questions.

SIGNATURE BLOCK Disability Program Coordinator

(Redacted Signature)



IDA Decision Memo

MEMORANDUM FOR INTERIM REASONABLE ACCOMMODATION DECISION AUTHORITY (IDA)

SUBJECT: Interim Reasonable Accommodation (IRA) Recommendation, [Redacted]

The employee listed below and I, with the assistance of the Disability Program Coordinator (DPC) engaged in the interactive process and it was determined that the employee has a qualifying disability as defined in Defense Logistics Agency Instruction 1440.01, Reasonable Accommodations (RA) for individuals with Disabilities, under the authority of the Americans with Disabilities Act of 1990 as amended in 2008. The RA request is being processed by the EEO Office at [Redacted]

- Employee name: [Redacted]
- Position Title: [Redacted]
- Pay Plan-Series-Grade: [Redacted]
- MSC/J-Code & Office Code: [Redacted]
- Supervisory Status: [Redacted]

1. Requested Interim Accommodation: [Redacted]

2. Describe the employee's workplace limitations:

[Redacted]

This Section is to be Completed by the DPC

SUPERVISOR MUST RETURN EEO NLT [Redacted]

4. Describe the essential functions of the employee's position:

[Redacted]

4.a. Can the employee's essential functions be performed in a remote work environment?

☐ Yes

☐ No - Provide a Detailed Explanation of why duties cannot be performed in a remote work environment.

[Redacted]

5. Method(s) by which employee interacts with customers, supervisors, co-workers, team, etc.

[Redacted]

6. Describe typical work products the employee produces and explain how work products are submitted. List Operating System the employee must rely on to complete work assignments and tasks.

[Redacted]

This Section is to be Completed by the employee's supervisor

CUI [Redacted]

7. Access to Classified and/or Sensitive Information ☐ Yes ☐ No

8. Anticipated Frequency of Travel

- ☐ Position does not have travel requirement
☐ Up to 25%
☐ Between 25% to 50%
☐ Greater than 50%

9. State whether you are recommending an IRA and if so, explain what you recommend and the reason.

[Redacted]

[Redacted]

Supervisor's name
Organization
email

This section to be completed by the Interim RA Decision Authority

☐ Approve

☐ Disapprove

☐ Alternate Interim Accommodation:

[Redacted]

[Redacted]

Interim RA Decision Authority

CUI



IRA Notification Memo

Employee



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

MEMORANDUM TO [REDACTED]

SUBJECT: Interim Reasonable Accommodation Decision [REDACTED]

This memorandum serves as an approval for a temporary accommodation (interim accommodation) while you engage in the Defense Logistics Agency (DLA) Reasonable Accommodation Interactive Process. It was determined that the you have a qualifying disability as defined in DLA Instruction 1440.01, *Reasonable Accommodations (RA) for individuals with Disabilities*, under the authority of the Americans with Disabilities Act of 1990 as amended in 2008. The Interim Decision Authority has approved your request for:

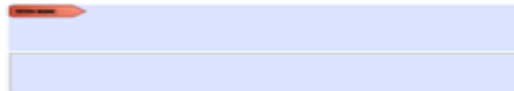
The approved duration of your interim accommodation is: [REDACTED]

This interim accommodation will be in place for the approved duration stated above or until a decision is made on your request for accommodation, if no final decision is made before the date stated above. This interim accommodation will allow time for review of your reasonable accommodation request by higher level approval authorities per DLA policy.

This interim accommodation does not negate your requirement to participate in the interactive RA process and provide timely documentation as needed. If you fail to provide the required documentation, this interim accommodation may be terminated for your failure to effectively participate in this process.

You must also understand that this interim accommodation does not constitute a reasonable accommodation in accordance with agency guidance or the Rehabilitation Act of 1973, as amended. It is imperative that you understand that your request for an RA will be evaluated on individual merit and decided based on its facts. The type of interim provided may not be the final accommodation provided to you. This interim accommodation may be terminated or modified at any time.

It is your responsibility to update your telework agreement in EAGLE. Please contact me if you have any questions.





RA Reviews

- Supervisors are responsible for monitoring the effectiveness of an employee's RA.
- Supervisors should check-in with their employees periodically, but at a minimum, on an annual basis, both the supervisor and the employee will discuss the effectiveness of the provided RA and adjust the RA when necessary.
- This does not require the employee to submit a new RA request when the disability is permanent. If additional documentation is needed the DPC will let you and your employee know.
- A memorandum for record should be completed to document the way forward and the discussion between the supervisor and the employee.



Revisits

The Revisit process allows the Agency to ensure that previously granted accommodations are effective, appropriate, and are not an undue burden to the Agency.

The Supervisor or employee may request a revisit, by contacting the DPC.

RAs may be revisited for the following reasons

- The work environment changes;
- Business systems, operations, or the mission changes;
- The essential functions of the position change;
- The employee's functional limitations change;
- A new IT technology or device becomes available;
- Accommodation is not effective;
- Based on specified timeframes documented within the approved RA.



Reconsiderations

- An employee whose decision is denial of RA may request reconsideration of the decision within 10 calendar days of receiving the decision DLA Form 1887-1. If an accommodation is approved, including an approved alternative accommodation, the employee does not qualify for a reconsideration.
- A request for reconsideration must be submitted to the local servicing DPC for processing. A request for reconsideration will not extend the time limits for initiating administrative statutory, or collective bargaining claims.
- The DPC will submit the request for reconsideration to the AA within 2 business days of receipt.
- The AA has 15 calendar days to reconsider the requested accommodation and issue a final decision.



Reassignment as a RA

- Employees must be minimally qualified for a position.
- Employee will complete the job preference form and provide it to the Supervisor and DPC.
- The agency is not obligated to create a position or remove essential functions from a position in conjunction with a reasonable accommodation.
- Agency must make a good faith effort to locate a position (60-day review). J1 will do 2 reviews a month (total of 4 reviews at all grade levels) and notify the supervisor and DPC of their findings.
- Reassignment is to an equivalent position, when possible, but if no equivalent position is available, may be to a lower-graded position (up to two grades lower).
- The position must be open with the intent to fill and available.



Agency Certification, Reassignment and Accommodation Efforts

OPM Form 3112D

- OPM requires Agencies to document their efforts to reasonably accommodate employees on OPM Form 3112D.
- Employees will provide their completed SF3112A, SF3112B, SF3112C, form SF3112D with section one completed and any additional supporting documentation that the EEO Office does not already have on file.
- The DPC will document what the Agency has done to reasonably accommodate the employee and then certify on the OPM form 3112D.
- If no accommodation is in place the DPC will ask the employee if they would like to enter the RA process to determine if there are any accommodations that would allow them to work effectively.
- Reassignment search may need to be completed as well.
- For further guidance employees may reach out to the DLA Benefits Team.



Records Management

- RA information should never be filed with an employee's personnel record.
- The overall case file will reside within ETK RA.
- RA files are closed and held for 3 years after the employee retires or leaves the agency unless there are pending appeals.



Key Things to Remember

- 1st line supervisors serve as decision makers or recommending officials in the agency's RA process depending on required level of approval authority for a particular RA request.
- EEO Practitioners **do not** make decisions in the DLA RA Process
- EEO facilitates and advises regarding the process and DG and J1 assist/advise as needed.
- DMs are not required to grant the employees' the accommodation they are requesting. Effective alternatives can be provided when plausible.
- Supervisors must engage in the interactive process with their employees.
- The **goal** of the RA process is **45** calendar days.



Key Things to Remember

Interim, Telework and Remote Work Decision Authority Chart

Authority Officials	First Line Supervisor or Designated Management Official	Interim Decision Authorities (IDA):	Decision Authorities (DA) J/D Code Director, Commander/Directors, and DLA Chief of Staff, GS 15 *have authority to:	HQ-Approval Authority AAs have authority to:
Level of Authority	Provides Recommendations on requests for Interim, Telework or Remote Work Requests for Reasonable Accommodation or Makes final Decision on Employee Requests for Reasonable Accommodation that do not involve Telework or Remote Work.	Review and make Final Decision on Requests for Telework and Remote work Interim Reasonable Accommodation Request.	Review and make Final Decision on all Reasonable Accommodation Request for Situational Telework, Regular-Recurring Telework or Remote work of 179 days or less.	Review and make final decision on all Reasonable Accommodation Request for Situational Telework, Regular-Recurring Telework or Remote work of 180 days or more

Notes:

- **RA Reviews:** This does not require the employee to submit a new RA request when the disability is permanent. If additional documentation is needed the DPC will let you and your employee know. A memorandum for record should be completed to document the way forward and the discussion between the supervisor and the employee
- **Revisits:** The Revisit process allows the Agency to ensure that previously granted accommodation are effective, appropriate, and are not an undue burden to the Agency. An Employee can request a revisit when there is clarifying or additional information for the designated authority to consider.
- **Reconsideration:** An employee whose decision is denial of RA may request reconsideration of the decision within 10 calendar days of receiving the decision DLA Form 1887-1. If reasonable accommodation is approved, including an approved alternative accommodation, the employee does not qualify for a reconsideration



- Job Accommodation Network
<https://askjan.org>
- Equal Employment Opportunity Commission [Enforcement Guidance on Reasonable Accommodation and Undue Hardship under the ADA](#) | [U.S. Equal Employment Opportunity Commission \(eeoc.gov\)](#)
- Employer Assistance and Resource Network
<http://www.askearn.org>
- Computer/Electronic Accommodations Program
<http://CAP.mil>
- OPM-Policy, Data, Oversight [Reasonable Accommodations \(opm.gov\)](#)
- ADA <https://www.ada.gov/>
- DLA EEO Site [Reasonable Accommodation \(dla.mil\)](#)

ADA
Americans with
Disabilities Act



MSC EEO RA Mailboxes

DPC Contact Information

MSC EEMs	LOCATION	MSC RA MAILBOX
AVIATION- Deborah Winston	Richmond, VA	Avn.eeo.ra@dla.mil
DISPO SVC – Arnita Furgason	Battle Creek, MI	Dispositionservicesras@dla.mil
DISTRIBUTION- Carrie Cash	New Cumberland, PA	Distribution.ra.requests@dla.mil
ENERGY- Dominica Mills	Fort Belvoir, VA	EnergyReasonableAccommodations@dla.mil
HQ- Kenneth Montgomery	Fort Belvoir, VA	HQsReasonableAccommodations@dla.mil
L&M- Penny Copp	Columbus, OH	Dsccreasonableaccommodationsrequest@dla.mil
TROOP SUPPPORT- Crystal Roach	Philadelphia, PA	TSReasonableAccommodations@dla.mil

Note: An employees servicing DPC is determined based on their duty location and the MSC closet to them. For example, if an employee is located at Fort Belvoir, then they would send the request to the HQs mailbox unless of course they are an Energy employee located at Fort Belvoir. In this situation you would send your request to the Energy mailbox. All questions or requests pertaining to this subject should be sent to the mailboxes provided above and a DPC will assist with getting the employee to the correct POC.



FAQs

Q: Why Consider an Interim Accommodation?

A: Any temporary or short-term measure put in place accommodates the employee until a granted accommodation is available.

- They're useful when an employee needs an accommodation for a pre-existing disability that puts them at risk of exacerbation of symptoms or limitations.
- An interim accommodation also allows the employee to perform the essential functions of the position without imposing an undue hardship on the mission/Agency.
- Consideration of an interim accommodation is not meant to slow down the interactive process and the 45-business day processing time frame will not be lengthened because an interim accommodation is considered.



FAQs

Q: Are employees with temporary impairments entitled to reasonable accommodation under the ADA.

A: Per the ADA Amendments Act (ADAAA) of 2008, the definition of disability is now interpreted differently than under the original ADA. Whereas a temporary impairment was generally not considered a disability in the past, now it is made clear that the effects of an impairment lasting or expected to last fewer than six months can be substantially limiting within the meaning of the ADAAA.

- Employees with temporary impairments can be eligible to receive accommodation in some cases. The key is whether the impairment is sufficiently severe.



FAQs

Q: What are some reasons an employer might provide temporary accommodations?

A: Situations that may warrant provision of a temporary accommodation may include, but are not limited to:

- While an employer is researching a permanent accommodation solution;
- As a way of testing an accommodation when the employee/employer isn't sure it's going to work;
- When the medical impairment is temporary, but sufficiently severe to entitle the employee to an accommodation.



FAQs

Q: Is medical documentation required for interim accommodation consideration.

A: If the employer believes it is likely that an accommodation will be needed based on the information provided, they can offer a temporary accommodation while waiting for full medical documentation.



FAQs

Q: Is it necessary to document the interim accommodation?

A: Documenting accommodation efforts is always an essential part of the interactive process.

- When a temporary/Interim solution is implemented, it should be documented just as any other accommodation. Even when the employer is testing an accommodation the employee/employer isn't sure it's going to work.



FAQs

Q: Can an Interim be provided if the request would require the removal of essential functions?

A: Reasonable Accommodations must not in most cases remove essential functions but may be permissible for short periods if removing them does not cause undue hardship, each situation must be reviewed on a case-by-case with your local General Counsel



FAQs

Q: If an employee requests a revisit of their alternate accommodation, will they continue with the current Interim or will they have to request a new interim?

A: The employee will continue with their current approved interim accommodation.



FAQs

Q: If the employees' organization is not able to procure the items approved as a RA can the employee continue their current approved interim until the items can be provided?

A: Yes, the employee can continue with their current approved interim accommodation until the approved RA can be provided.

- Currently RA is an exemption. Whoever the card holder is should be able to request an exemption, so the items can be procured.

