

Questions and Answers on Procedures for Requesting Reasonable Accommodations for Individuals with Disabilities: (Employee Version)

1. What is a reasonable accommodation?

A reasonable accommodation is any change in the work environment or in the way activities are customarily done that would enable a qualified individual with a disability to enjoy equal employment opportunities. See Defense Logistics Agency Standard Operating Procedure 1440.01-01, Effective October 12, 2017.

2. What is the definition of a Qualified Individual with a Disability?

An individual who satisfies the requisite skill, experience, education, and other job-related requirements of the position and who with or without reasonable accommodation can perform the essential functions of the position. 29 CFR 1630.2(m).

An individual with a disability is an individual who has (1) a mental or physical impairment that substantially limits one or more major life activities; (2) a record of such impairment; or (3) is regarded as having such impairment. Individuals who are solely regarded as having a disability are not entitled to reasonable accommodation. 42 USC 12102(1).

Please contact the Disability Program Coordinator (DPC), Ms. Marina Krug, for further explanation on the reasonable accommodation process. Ms. Krug can be reached at X7289.

3. Who can make a request for reasonable accommodation?

Any employee (permanent, temporary, probationary) or applicant for employment can request reasonable accommodation. The procedures for requesting reasonable accommodation for individuals with disabilities is outlined in Defense Logistics Agency Standard Operating Procedure 1440.01-01, Effective October 12, 2017.

4. How do I make a request for an accommodation?

As a DLA Employee, you may request a Reasonable Accommodation, orally or in writing, from your immediate supervisor, another supervisor, or a manager in your chain of command, or the DPC. It is highly recommended that the request for a reasonable accommodation be made in writing using DLA Form 1887. It is highly recommended that the request for a reasonable accommodation be submitted to the first-line supervisor. If an employee makes a request for a reasonable accommodation orally, it is important that the employee follow-up their oral request by completing DLA Form 1887, or by confirming their request in writing (including by e-mail) to the Disability Program Coordinator.

Employees should not be submitting requests through a CAP website.

The processing DPC will submit the request to CAP with the employee's input. Employees and supervisors are not authorized to negotiate with CAP to obtain assistive technology without going through the DPC and the RA process.

5. How long should it take to evaluate and process a request for a reasonable accommodation?

Generally, the request shall be processed in no more than 45 business days from the date the request is received unless extenuating circumstances are present. The interactive process is the communication between the DM, DPC, and the employee or applicant to identify the most effective RA possible and is intended to be interactive and ongoing. The interactive process should begin within 3 workdays of the request acknowledgment. Additionally, in certain circumstances, a request for reasonable accommodation may require a more an expeditious decision. Please consult with the DPC regarding processing timelines.

6. What happens if a Reasonable Accommodation is denied?

If a reasonable accommodation is denied, it must be recorded on DLA Form 1887-1, “Denial of Request” Form. The DLA Form 1887-1 must explain why and provide details regarding why the accommodation was denied.

7. If my request for a reasonable accommodation is denied, do I have other avenues of redress?

If an applicant or employee is dissatisfied with the outcome, the individual may file an EEO complaint in accordance with 29 C.F.R. § 1614.105 or pursue Merit Systems Protection Board (MSPB) and/or union grievance, as appropriate. If an individual chooses to file an EEO complaint, he or she must contact a DLA EEO Counselor within forty-five (45) calendar days from the date of receipt of the written notice of denial. Failure to file a timely EEO complaint may result in a loss of rights to participate in the EEO complaint process.