



OEEOA

OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY AFFAIRS

Reasonable Accommodation Program

Overview

- A "reasonable accommodation" is any change in the work environment or in the manner in which work is performed to enable a qualified individual with a disability to enjoy equal employment opportunities and/or perform the essential functions of his/her job.
- All accommodations must be reasonable and effective to the requestor and the Federal Bureau of Investigation (FBI).
- The FBI is not obligated to provide an accommodation that would create an undue hardship.
- The FBI also provides accommodations to qualified applicants with a disability.

What makes an accommodation reasonable and effective?

- An accommodation is reasonable if it is reasonable on its face or appears to be feasible or plausible. An accommodation is effective if it removes the barrier preventing the individual from enjoying equal employment opportunities.

What is an undue hardship?

- An undue hardship is unduly extensive, substantial or disruptive or would fundamentally alter the nature or operation of the FBI.

Examples of a Reasonable Accommodation

- Providing specialized equipment (Assistive Technology)
- Making facilities accessible
- Allowing the use of service animals
- Providing accessible parking for physical disabilities
- Altering how essential and marginal job functions are performed

Role of the Reasonable Accommodation (RA) Program

- The RA Program does NOT approve or deny any request for reasonable accommodations, but simply makes recommendations to a requestor's management, regarding whether an employee is a qualified individual with a disability and if the accommodation is reasonable and effective.

- Management has the ultimate authority to approve or deny a request.
- The RA Program will engage with management to explain an employee's limitations (while not disclosing his/her underlying condition and maintaining his/her medical confidentiality), to discuss whether the employee is still qualified for his/her current job and whether the requested RA is reasonable and effective to the employee and the FBI.

How to submit a Reasonable Accommodation request

- Submit an FD-856 and accompanying medical documentation from your medical provider stating:
 1. Employee's specific diagnosis (i.e. impairment/medical diagnosis);
 2. Employee's prognosis (i.e. how long has the employee had his/her specific diagnosis?; is the employee's diagnosis responding to treatment; is it a short-term or permanent condition?);
 3. Employee's functional limitations (i.e. what is the employee capable or not capable of performing?; the extent to which the employee's disability substantially limits his/her ability to perform the activities associated with the essential elements of his/her job); **and**
 4. Any recommended reasonable accommodation(s).
- All medical documentation submitted to the RA Program must be less than one year old from the submission of the employee's request.
- If the employee's job has a Fit for Duty requirement, then the employee must also submit an FD-948 to the RA Program and the Health Care Programs Unit.

Additional Information

- [EEOC Guidance on Personal Assistance Services](#)

Contact the Reasonable Accommodation Program at (202) 324-2158 or email

REASONABLE_ACCOMMODA@FBI.GOV