



# OEEOA

OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY AFFAIRS

## Reasonable Accommodation Program

### Overview

- The Federal Bureau of Investigation (FBI) provides legally entitled reasonable accommodations (RAs) to qualified applicants with disabilities or sincerely held religious beliefs.
- An RA based on a medical condition 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 the job.
- An RA based on a sincerely held religious belief is a modification(s) to rules or policies in order to follow an individual's sincerely held religious beliefs, observances, or practices.
- All accommodations must be reasonable and effective to the requester and the FBI.
- The FBI is not obligated to provide an RA that would create an undue hardship.

### 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 for a disability-related RA is unduly extensive, substantial or disruptive, or would fundamentally alter the nature or operation of the FBI.
- An undue hardship for a religious-related RA is a "more than a de minimis cost" or burden.

### Examples of a RA

- Providing specialized equipment (Assistive Technology)
- Making facilities accessible
- Allowing the use of service animals
- Providing accessible parking for physical disabilities
- Granting schedule changes or leave for religious observances

### Role of the RA Program

- The RA Program does NOT approve or deny any request for RAs, but simply makes recommendations to the Human Resources Division or a requestor's management, regarding whether an applicant is a qualified individual with a disability or has a sincerely held religious belief and if the RA is not an undue hardship on the FBI.
- Management has the ultimate authority to approve or deny a request for RA.
- The RA Program will engage with management to explain an applicant's limitations (while maintaining his/her confidentiality), to discuss whether the applicant is still qualified for the job.

### How to submit a RA request

- Disability-Related: Submit a request and accompanying medical documentation from your medical provider stating applicant's:
  1. Specific diagnosis (i.e. impairment/medical condition);
  2. Prognosis (i.e. how long the applicant had his/her specific diagnosis; if the applicant is responding to treatment; whether it is a short-term or permanent condition);
  3. Functional limitations (i.e. what the applicant is capable/not capable of performing; the extent to which the applicant's disability substantially limits his/her ability to perform the activities associated with the essential elements of the job); **and**
  4. Any recommended RA(s).
- All medical documentation submitted to the RA Program **must be less than one year old** from the submission of the employee's request.
- Religious-Related: Submit a request stating:
  1. What is your sincerely held religious belief;
  2. What are you requesting; **and**
  3. How does what you're requesting impact your sincerely held religious belief.

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

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