



**PLAN FOR EMPLOYMENT
AND DEVELOPMENT OF
PEOPLE WITH
DISABILITIES AND
REASONABLE
ACCOMMODATION
PROCEDURES IN THE
DEPARTMENT OF THE
AIR FORCE**



JANUARY 2010

TABLE OF CONTENTS

INTRODUCTION	2
RECRUITMENT AND PLACEMENT	3
CAREER DEVELOPMENT	8
REASONABLE ACCOMMODATION	10
MONITORING AND EVALUATING PROGRESS	16
APPENDIX - REASONABLE ACCOMMODATION INFORMATION REPORTING FORM	17

- INTRODUCTION -

The Department of the Air Force Plan for Employment and Development of People with Disabilities is to provide information and guidance to assist Air Force managers and supervisors when recruiting, hiring, retaining, developing, advancing, and accommodating individuals with disabilities. This Plan is not all inclusive and will be updated routinely.

The Rehabilitation Act of 1973 (29 USC §791 et seq.) as amended by the Americans with Disabilities Act of 1990, as amended (42 USC §12101 et seq.) (hereafter, “the Rehabilitation Act/ADA”) requires all Federal agencies to undertake an affirmative program for the hiring, placement, and advancement of individuals with disabilities. In addition, Executive Order 13163 encourages the Federal Government to increase the hiring of qualified individuals with disabilities at all levels and occupations. However, the number of individuals hired with disabilities has continued to decline.

As a federal employer, the Department of the Air Force has a responsibility and an obligation to be a model employer by recruiting, hiring, retaining, developing and advancing individuals with disabilities, and making reasonable accommodations unless the accommodation would impose an undue hardship on the Department. This plan outlines the Air Force efforts to fulfill its commitment to become a model employer, consistent with guidance promulgated by the Equal Employment Opportunity Commission (EEOC):

- ◆ Recruiting widely for positions in all pay plans, occupations, and levels;
- ◆ Providing opportunities for students with disabilities for inclusion in developmental opportunities;
- ◆ Giving full consideration to employees with disabilities for inclusion in developmental opportunities;
- ◆ Collecting and maintaining data to monitor success;
- ◆ Providing reasonable accommodations for qualified applicants and employees with disabilities (as “disability” is defined by the Rehabilitation Act/ADA);
- ◆ Providing appropriate training to senior leadership and managers to ensure they understand the Air Force commitment to employ individuals with disabilities, and are aware of special programs for use to recruit, appoint, and provide reasonable accommodation for qualified applicants and employees with disabilities;
- ◆ Consistent with EEOC Management Directive 715, maintaining a special recruitment program for individuals with “targeted” (severe physical, psychiatric, or cognitive) disabilities and establishing goals for the employment and advancement of such individuals; and
- ◆ Hiring individuals with targeted disabilities noncompetitively as provided for under 5 CFR § 3102(u) (Schedule A).

**THE PLAN FOR EMPLOYMENT and DEVELOPMENT of PEOPLE WITH
DISABILITIES IN THE DEPARTMENT OF THE AIR FORCE**

- RECRUITMENT AND PLACEMENT -

Recruit widely for positions at all levels of the workforce, including GS-13 to 15, NSPS, and equivalents, and senior executive levels.

Recruitment Strategies

In developing recruitment strategies for people with disabilities, Air Force commanders and supervisors will recruit widely and develop collaborative efforts with community outreach groups to include, partnering with state and local vocational rehabilitation agencies, local colleges and universities that provide services to individuals with disabilities. By working together, resources are maximized while attracting highly qualified persons with disabilities at all levels.

The Air Force will review best practices of other Federal and State agencies of successful recruitment efforts for people with disabilities for benchmarking within the Department. We will also share our successes through Management Directive (MD) 715, and upon request with other agencies.

Air Force will market the Plan for Employment and Development of People with Disabilities and share information through electronic media to Major Commands (MAJCOMs), the Air Force Personnel Center (AFPC), and servicing Civilian Personnel Flights (CPFs). MAJCOMs, AFPC, and servicing CPFs will explore ways to recruit individuals with disabilities from appropriate sources and networks from inside and outside the Federal government.

The Air Force will adopt policies that facilitate and promote the application process for individuals with disabilities by providing information in alternate formats such as large print, audiocassette, Braille, computer disk, and/or accessible internet sites.

We will continue to encourage commanders and supervisors to consider available work-life flexibilities in areas such as alternative work schedules, telework, job sharing, and part-time employment to provide employees with a work-life balance.

Commanders and supervisors will identify and eliminate any impediments to employment of individuals with disabilities. There are a variety of available resources that provide the latest information on employment of individuals with disabilities in the federal government:

- ◆ U.S Department of Labor, Employer Assistance and Resource Network (EARN), <http://www.dol.gov/odep/programs/earn.htm>
- ◆ OPM Disability, <http://www.opm.gov/disability>
- ◆ Job Accommodation Network (JAN), <http://www.jan.wvu.edu/>
- ◆ Computer/Electronic Accommodations Program (CAP), <http://www.tricare.mil/CAP/Disabilities/>
- ◆ Air Force Wounded Warrior (AFW2), <http://www.woundedwarrior.af.mil/employment/>

Vacancy Announcements

Vacancy announcements must include language stating that reasonable accommodations will be made for qualified applicants or employees with disabilities, except when doing so would pose an undue hardship on the Department. Agencies may utilize OPM's recommended format that employs the following language in job announcements:

"This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis."

It is recommended that the name and contact information for a specific individual be provided in the announcement as the point of contact for requests for reasonable accommodation.

Hiring Options Using Special Appointing Authorities

The Department of the Air Force will continue to employ qualified individuals with disabilities using both competitive and noncompetitive appointing authorities.

Jobs Filled Competitively

Individuals with disabilities seeking employment consideration under competitive procedures may apply to vacancies posted on the AFPC website at www.afpc.randolph.af.mil/afcivilianjobs or on the Office of Personnel Management (OPM) USAJOBS at www.usajobs.gov. Applicants and employees must follow instructions on "how to apply".

Jobs Filled Noncompetitively

Individuals who have a severe physical, psychiatric, or cognitive disability (a "targeted" disability) and have proof of their disability (e.g., documentation from a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); or any Federal agency, state agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits; to include certification of job readiness, may apply using noncompetitive procedures under the Schedule A, 5 CFR 213.3102 (u) appointing authority. Individuals may apply for employment consideration directly to the Air Force Selective Placement Coordinator, the installation People with Disabilities Program Manager, or the Civilian Personnel Office.

Disabled veterans with a compensable service connected disability may seek employment consideration for temporary, term, or permanent positions under noncompetitive appointing authorities. Individuals may apply for employment consideration directly to the Civilian Personnel Office.

Special Appointing Authorities

Schedule A, 5 CFR 213.3102(u) for hiring people with mental retardation, severe physical disabilities, or psychiatric disabilities. This excepted authority may be used to appoint individuals on a permanent, time-limited or temporary basis.

5 CFR 316.302(b)(4) and 5 CFR 316.402(b)(4) for hiring veterans with compensable service-connected disability of 30 percent or more. These authorities may be used to hire veterans who are 30 percent or more disabled under temporary or term appointments. The veteran must have retired from active duty with a 30 percent or more disability rating, or be rated by the Department of Veterans Affairs as having a compensable service-connected disability of 30 percent or more. There is no provision

under this authority for conversion to a permanent appointment when the temporary or term appointment expires.

5 CFR 316.403, for hiring veterans with a compensable service-connected disability of 30 percent or more to a temporary appointment designated as a provisional appointment not-to-exceed 60 days or more. The veteran may be converted, without a break in service, to permanent status at any time during the temporary appointment.

Questions regarding use of these special appointing authorities may be directed to the AF Selective Placement Coordinator, the installation People with Disabilities Program Manager, or the Civilian Personnel Office.

Student Employment Programs

The Air Force will provide managers and supervisors with awareness of the different student employment programs which can be used as a source to recruit and develop students with disabilities. These programs are an excellent opportunity to increase workforce opportunity.

The Air Force centralized intern recruiting programs, PALACE ACQUIRE (PAQ) and Cooper CAP are designed to provide full-time employment opportunities for college students. The PALACE ACQUIRE (PAQ) intern program provides employment to qualified students in career fields, to include engineering, logistics, personnel, services, and many others. Supervisors identify their PAQ requirements during the annual PAQ requirements data call. The Copper CAP intern program provides employment to qualified students in the contracting career field. Supervisors may identify their Copper CAP requirements through their MAJCOM POC.

The Federal Career Intern Program (FCIP) and the Student Career Experience Program (SCEP) provide opportunities for managers and supervisors to hire students to developmental positions. The FCIP appointing authority is for recruiting, training, and developing individuals for the PAQ and Copper Cap intern programs. The SCEP appointing authority is for hiring students for work in their academic field of study.

The Workforce Recruitment Program (WRP) provides employment to qualified college students with disabilities in various occupations through summer or permanent jobs. The Air Force participates annually in this Department of Defense sponsored program, and will continue to work to achieve its goal of increasing the number of students hired annually. Supervisors identify their WRP requirements during the annual data call.

Student Appointing Authorities

5 CFR 213.3202 (b), Student Career Experience Program for hiring degree-seeking students at all levels in positions related to their field of study. Appointments are made under an excepted service appointment. Students may be noncompetitively converted to a competitive or term appointment within 120 days of completion of their academic program.

5 CFR 213.3203 (a), Student Temporary Employment Program (STEP) for hiring degree-seeking students at all levels. The work does not have to be related to the student's field of study. Appointments are made under an excepted service appointment for a period not-to-exceed 1 year, and may be extended if the student remains enrolled in school on at least a half-time basis. There is no provision for conversion to appointments in the competitive service under this authority. However, students may be converted to another excepted appointment in the SCEP.

5 CFR 213.3202(o), Federal Career Intern Program is for hiring college students at the GS-5, 7, or 9 levels (and equivalents) under a formal training program. Appointments will be for a period not to exceed 2 years. After successful completion of all requirements, the intern may be eligible for noncompetitive conversion to a career or career-conditional appointment.

- CAREER DEVELOPMENT -

Give full consideration to employees with disabilities for inclusion in developmental opportunities designed to enhance their leadership skills and to advance their careers.

Commanders and supervisors will ensure that persons with disabilities are made aware of, and have an equal opportunity to compete for, managerial and executive training or other career development opportunities.

When a handicapped individual is identified/selected for a training program, reasonable accommodations will be addressed to ensure compliance with the Rehabilitation Act/ADA. Individuals with disabilities must be able to participate in any Departmental training and development opportunities. Information on accommodations for training and development is available through the Computer/ Electronics Accommodation Program (CAP).

In order to determine training requirements or develop career enhancement plans or Individual Development Plans supervisors may refer to AFI 36-401, Employee Training and Development.

- ◆ At all levels within the Air Force where workforce demographics are reported, disability must be included.
- ◆ Supervisors of employees with known disabilities must review and implement their mentoring responsibilities as outlined in AFI 36-3401, *Air Force Mentoring*. Responsibilities include, but are not limited to the following:
 - ❖ Discussion of career expectations with each employee, including an evaluation of the employee's goals, and career aspirations in relation to the requirements of available jobs.
 - ❖ Provision of constructive feedback and assistance with development of appropriate goals and the path to achieving them.
 - ❖ Coaching on technical, interpersonal, and management skills
 - ❖ Provision of networking contacts, references, and introductions
 - ❖ Job rotations familiarize employees with the entire operations of the business, helping them recognize the transferability of skills to other positions.
 - ❖ Job enrichment (i.e., more responsibilities and new assignments)

- ◆ Commanders and supervisors will provide a working environment to promote the integration of persons with disabilities in the workforce. They will identify and improve cultural and environmental factors that might otherwise inhibit the career development of qualified employees. In coordination with the Special Emphasis Program Manager (SEPM), Equal Opportunity (EO) counselors, or equivalent, some measures include:
 - ❖ Education and communication of updates to all staff on disability issues.
 - ❖ Employees with disabilities serve as mentors for new hires who do not have disabilities
 - ❖ Ensure the inclusion of employees with disabilities in team building, training, and leadership opportunities, formal work groups, and informal employee gatherings
 - ❖ Include disability awareness training in appropriate existing courses. Issues that may be covered include disability culture awareness, eliminating attitudinal barriers, communication between disability and non-disability communities, and transforming organizations to accommodate cultural differences.

- ◆ Supervisors will not be detracted from assigning special projects, planning sessions, off-site projects, and assignments requiring travel to employees with disabilities when they can complete such projects and assignments with or without reasonable accommodation.

- ◆ Supervisors will apply the same performance standards to all employees, regardless of disability. If a position has been restructured to accommodate a person's disability, this restructuring shall not be taken into account in the employee's performance evaluation. As for all employees, supervisors should discuss the evaluation with the employee prior to the final appraisal. After the discussion concerning the job performance in the current job is completed, it is important to have a career development discussion.

- REASONABLE ACCOMMODATION PROCEDURES -

Provide reasonable accommodations for qualified applicants and employees with disabilities, consistent with the Rehabilitation Act/ADA and guidance from the EEOC.

The Rehabilitation Act/ADA requires agencies to provide reasonable accommodation to qualified employees or applicants with disabilities unless the accommodation would create an undue hardship on the operations of the agency, in this case, the Department of the Air Force. For purposes of this section, an individual with a disability is one who (1) has a physical or mental impairment that substantially limits one or more major life activities or (2) has a record of such an impairment. 42 USC §12102(1). An individual regarded as having such an impairment is not entitled to reasonable accommodation. 42 USC §12201(h).

A reasonable accommodation is an adjustment or alteration that enables a qualified person with a disability to apply for a job, perform job duties, or enjoy equal benefits and privileges of employment enjoyed by employees without disabilities. The concept of reasonable accommodation applies to all aspects of employment, including recruitment, work location and schedule (AFI 36-807 A2.1 and A2.3), training, promotion, reassignment, and developmental assignments.

An accommodation does not have to be provided if it will impose an undue hardship on the Department, defined by the Rehabilitation Act/ADA as an action requiring significant difficulty or expense when considered in light of factors such as an employer's size, financial resources, and the nature and structure of its operation, i.e., the nature, cost, and/or impact of the accommodation will adversely affect the operations of the Air Force. An employer is not required to lower either qualitative or quantitative production standards to make an accommodation; nor is an employer obligated to provide personal use items such as glasses or hearing aids. An employer is also not required to remove an essential function of the job as an accommodation.

- ◆ Commanders and supervisors will make reasonable accommodations for qualified persons with disabilities unless doing so would impose an undue hardship. Examples of undue hardship are changes that would affect the ability of other employees to do their jobs or changes that would interfere with the office mission.
- ◆ Commanders and supervisors will fully utilize the assistance technologies and services of the Department of Defense, Computer/Electronic Accommodations Program (CAP) to fulfill requests for reasonable accommodations.
- ◆ Commanders and supervisors will ensure their personnel are familiar with Federal and DoD-specific policies and procedures related to the availability and provision of reasonable accommodations for persons with disabilities. They will post notices describing the employment provisions of the Rehabilitation Act/ADA.

- ◆ Human Resources (HR) Specialists will ensure reasonable accommodation for applicants. They will provide clear statements to job applicants about reasonable accommodations for the application process and provide supervisors and managers with training on their Rehabilitation Act/ADA obligations related to the application and interview process.

The information outlined in the section below was derived from guidance found in the EEOC web site www.eeoc.gov and includes procedures referred to in the more specific EEOC documents, accessible at <http://www.eeoc.gov/ada/adadocs.html>.

Of utmost concern is the timely and expeditious processing of requests and provision of approved reasonable accommodation. Collective bargaining obligations must be honored where appropriate in implementing procedures for reasonable accommodation.

The overall Air Force objective is to process, decide on, and implement approved accommodations in a timely and expeditious manner

Requests for Reasonable Accommodation

The individual requesting the accommodation may present a request for reasonable accommodation in writing or orally. The request does not have to use any special words, such as “reasonable accommodation,” “disability,” or “Rehabilitation Act.” Someone designated by the requestor to act on the requestor’s behalf may also present the request. For documentation purposes, oral requests should be documented in writing by the requestor, the person receiving the request or by the person making the request on behalf of the requestor. The EEOC Form 557 (available at <http://www.eeoc.gov/policy/docs/eeocprocedures-form1.html>) is a format that should be used to document oral requests.

Processing of all requests should begin immediately regardless of whether written confirmation has been provided. Requirements for repeated accommodations, such as a sign language interpreter, do not require a written confirmation after the initial approval. Furthermore, alternates for all individuals involved in receiving, processing or approving accommodation requests must be identified. Requests cannot be delayed due to the leave, temporary duty assignment, or other absence or obligation of anyone involved in the process chain.

The HR specialist designated by the Civilian Personnel Officer will handle requests by applicants. The name and contact information for a specific individual should be provided in the job announcement as the point of contact for requests from applicants for reasonable accommodation.

Requests by employees should be made to the employee's supervisor, manager in the employee's chain of command, or other appropriate individuals (such as an HR specialist, Disability Program Manager or Special Emphasis Program Manager) designated to participate in the reasonable accommodation process. Immediate supervisors will receive, process, and approve all requests within their area of delegated responsibility expeditiously. Requests beyond their approval authority will be immediately forwarded to the decision-makers at the appropriate level within **five** workdays unless extenuating circumstances exist (as that term is defined in the next section). Upon receipt, the deciding official will notify the requestor they have received the request and arrange to discuss the request and process with the requestor. This discussion will ensure there is a full and clear exchange of relevant information, which includes the limitation, problem or barrier; the effective accommodation being proposed; and different accommodations available.

The Air Force will make a determination as to whether written medical documentation is necessary. If it is, the Air Force will make a written or oral request for information or documentation about the disability and/or functional limitations from the individual, and/or ask the individual to obtain such information/documentation from an appropriate professional, such as a doctor, social worker, or rehabilitation counselor. All requests for information should provide the relevant information necessary to address the particular request. The Air Force will only request medical information sufficient to substantiate the individual has a disability under the Rehabilitation Act/ADA and needs the requested reasonable accommodation.

HR specialists, Disability Program Managers, or Special Emphasis Program Managers will provide assistance and information to all employees involved when coordinating decisions for accommodations such as:

- ◆ Adaptive equipment (particularly those requiring coordination through CAP)
- ◆ Requests for a reader or sign language interpreter, or other staff assistance
- ◆ Removal of architectural barriers
- ◆ Reconfiguration of work space
- ◆ Materials in alternative formats (e.g. Braille, large print)
- ◆ Requests for reassignment
- ◆ Alternate and flexible work schedules

Decisions to deny or grant a reasonable accommodation request are to be made in writing. Reasons for disapproving the request must be in writing. If a requested accommodation is denied but another effective accommodation is provided, this fact must be explained in writing.

Deciding on and Implementing Requests

Decisions and implementation of requests for reasonable accommodation should be processed and implemented **in the shortest time practicable**, whenever possible. They will be made in **20** workdays when the employee's supervisor is the deciding official and there are no extenuating circumstances. Some requests must be processed in a time frame much shorter than the 20 days. These include accommodation requests that will enable applicants to apply or compete for jobs or that will enable an employee to attend and participate in a meeting when only short notice of the meeting was given to the employee.

Extenuating circumstances are factors that could not reasonably have been anticipated or avoided in advance of the request for accommodation. They may include an outstanding request for medical information; the purchase of equipment; employee working with equipment on a trial basis to ensure that it is effective before being purchased; or facility modifications or improvements. If the Air Force determines medical documentation is needed, the decision and implementation will be made within **20** workdays from the date the decision maker receives the relevant information, absent any extenuating circumstances.

If the time frames cannot be met because of extenuating circumstances that will delay the consideration and implementation of a reasonable accommodation, the requestor must be notified of the reasons for the delay and an approximate date on which a decision is expected. Temporary measures to assist the person with a disability should be considered as an interim step until a decision on the requested accommodation can be made.

The Air Force has the final say on which accommodation is implemented, based on factors such as cost, effectiveness and business feasibility. However, accommodations work best when both the employer and employee participate in the process and the employee's needs and preferences have been taken into consideration.

Not all accommodations produce the desired outcome. The supervisor, manager, or appropriate individual must monitor the effectiveness of the reasonable accommodation once it has been provided for a period of time to ensure that the employee and the organization benefit accordingly. If the accommodation is not working, the process should start again.

Medical Information

The Air Force is entitled to know that an employee or applicant who requests a reasonable accommodation has a covered disability that requires a reasonable accommodation. If a disability and need for an accommodation is obvious or known to the decision-maker, the Air Force should not seek further medical information. However, when it is not obvious or otherwise already known to the decision-maker, the requestor may be required to provide reasonable, relevant documentation about the disability and his/her functional limitations.

The requestor may be asked to provide relevant supplemental medical information if the information submitted does not clearly explain the nature of the disability or how the requested accommodation will assist the requestor to perform the essential functions of the job or to enjoy the benefits and privileges of the workplace. The medical information submitted might be subject to review by the agency.

Medical information obtained in connection with the reasonable accommodation process must be kept confidential. This means that all information about functional limitations and reasonable accommodation needs must be kept in files separate from the individual's personnel file. It also means that any employee who obtains or receives such information is strictly bound by these confidentiality requirements.

Reassignment

Reassignment is a reasonable accommodation if no other will permit the employee with a disability to perform the essential functions of the current position. Reassignment may be made only to a vacant position. Agencies are not required to create new positions or move employees from their jobs in order to create a vacancy.

Requests for reassignment will normally be handled by a designated employee of the CPF in conjunction with the affected organization.

Denials of Reasonable Accommodation

Denials of reasonable accommodation must be in writing and include specific reasons for the denial and the employee or office that made the decision. They must notify the individual that s/he has a right to file an EEO complaint, the procedures for doing so, as well as identify and explain any avenues available for informal dispute resolution.

If an alternate accommodation is approved, the written notification should explain both the reasons for the denial of the original accommodation and the reasons it is believed the chosen alternative will be effective.

Information Tracking

Executive Order 13163 does not require agencies to maintain particular record-keeping systems, documents, or databases. However, **as a minimum**, we must be able to identify at least the following information:

- ◆ The number and types of reasonable accommodations requested in the application process and whether those requests were granted or denied;
- ◆ The jobs (occupational series, grade level, and agency component) for which reasonable accommodations have been requested;
- ◆ The types of reasonable accommodations requested for each of those jobs;
- ◆ The number and types of reasonable accommodation for each job, by agency component, that have been approved, and those that have been denied;
- ◆ The number and types of reasonable accommodations requested related to the benefits or privileges of employment, and whether those requests were granted or denied;
- ◆ The reasons for denial of requests for reasonable accommodation;
- ◆ The amount of time taken to process each reasonable accommodation request;
- ◆ The sources of technical assistance that have been consulted in trying to identify possible reasonable accommodations.

Agencies are expected to monitor and evaluate their performance and make adjustments in procedures as necessary to increase effectiveness in handling requests for reasonable accommodation. In the Appendix is a Reasonable Accommodation Information Reporting Form which provides a format for collecting information.

Records related to individual requests must be maintained for the duration of that individual's employment. Cumulative records used to track Air Force performance with regard to reasonable accommo

The CPF will maintain custody of all records obtained or created during the processing of a request for reasonable accommodation, including medical records, and will respond to all requests for disclosure of the records. All records will be maintained in accordance with the Privacy Act. Information may be disclosed **only** as follows:

- ◆ Supervisors and managers who need to know (including the decision maker who requested the medical information) about necessary restrictions on the work or duties of the employee and about the necessary accommodation(s), but medical information should only be disclosed if strictly necessary.
- ◆ First aid and safety personnel, when appropriate, if the disability might require emergency treatment.
- ◆ Government officials to investigate compliance with the Rehabilitation Act/ADA.
- ◆ In certain circumstances, to workers' compensation offices or insurance carriers.

Whenever medical information is disclosed, the individual disclosing the information must inform the recipients about the confidentiality requirements of the disclosed information.

Informal Dispute Resolution and EEO Complaints

Informal dispute resolution processes are encouraged to resolve reasonable accommodation disputes. This must be in addition to and may not modify or replace any formally established complaint processes/grievance procedures (e.g., the EEO complaint process or the local installation Collective Bargaining Agreement (CBA) Negotiated Grievance Procedures (NGP), etc.).

- MONITORING AND EVALUATING PROGRESS -

***Collect and maintain data to monitor the success in achieving
a higher percentage of people with disabilities in the workforce.***

- ◆ All Air Force activities are expected to regularly monitor workforce data, especially elements concerning workforce composition, as set out in EEOC Management Directive 715. Periodic surveying of the workforce and evaluation of the resulting data will help determine progress and successes.
- ◆ The Air Force must regularly evaluate its employment practices to identify barriers to equality of opportunity for individuals with disabilities. Where such barriers are identified, they must be eliminated. A snapshot of the numerical representation and distribution of applicants and employees with disabilities can point up possible barriers that may impede employment opportunities for this group. However, while such numerical analyses can be useful as initial diagnostic and measuring tools, not all issues relating to the Air Force's obligations under the Rehabilitation Act/ADA will lend themselves to such an analysis.
- ◆ During performance reviews, rating and reviewing officials must evaluate efforts and successes of their managers in complying with equal employment opportunity.
- ◆ Senior leadership is encouraged to recognize managers and supervisors whose recruiting, hiring, developing, and promoting efforts of those with disabilities are commendable.

Appendix

REASONABLE ACCOMMODATION INFORMATION REPORTING FORM

Name of Individual requesting reasonable accommodation (include job title, series, grade, and office):

Office Symbol or Mailing Address (for applicants):

1. Reasonable accommodation: (check one)

_____ Approved

_____ Denied (If denied, attach copy of the written denial letter/memo)

Date reasonable accommodation requested:

Who received request: _____ Date: _____

2. Date reasonable accommodation request referred to decision maker (*i.e.*, supervisor, Office Director, Disability Program Manager, Human Resources Specialist):

Name of decision maker: _____ Date: _____

3. Date reasonable accommodation approved or denied:

4. Date reasonable accommodation provided (*if different from date approved*):

5. If time frames outlined in the AF Plan were not met, please explain why.

6. Reasonable accommodation needed for: (*check one*)

_____ Application Process

_____ Performing Job Functions or Accessing the Work Environment

_____ Accessing a Benefit or Privilege of Employment (*e.g.*, attending a training program or social event)

7. Type(s) of reasonable accommodation requested (*e.g.*, adaptive equipment, staff assistant, removal of architectural barrier):

8. **Type(s) of reasonable accommodation provided** (*if different from what was requested*):

9. **Was medical information required to process this request? If yes, explain why.**

10. **Sources of technical assistance, if any, consulted in trying to identify possible reasonable accommodations** (*e.g., Civilian Personnel Flight, Civil Engineering, etc.*)

11. **Comments:**

Submitted by: _____ **Phone:** _____

Attach copies of all documents obtained or developed in processing this request and forward to the Civilian Personnel Flight _____ (specify office symbol) within five business days of final management action.