

## What is the Timeframe for a Decision?

Generally, requests will be approved or denied within thirty (30) calendar days from either the date of the employee's initial request or the receipt of any required medical documentation.

## What if a Request for Accommodation is Denied?

If a request for reasonable accommodation is denied by the Agency, the employee will:

- receive written notification of the reason(s) for denial and/or the modification of accommodation request, and
- be informed of his/her rights to file for reconsideration, file a grievance, or initiate the EEO complaint process.

## Services Provided:

### Reasonable Accommodations at GSFC

<http://eoo.gsfc.nasa.gov/disabilityProgram-ra-overview.html>

### GSFC Sign Language Services

<https://eaas.gsfc.nasa.gov/login.cfm>

### Assistive Technology Demonstration Lab

<http://eoo.gsfc.nasa.gov/pdf/AT-Lab-TriFoldA.pdf>

# Equal Opportunity Programs Office

*EPOO: Striving For Excellence, Achieving Results*

## Margareth Bennett

*Director*

## Llauryn Iglehart

*Deputy Director*

### EEO Compliance Program Management Directive - 715 Program Special Emphasis Programs

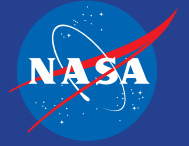
*Equality is one of the most fundamental principles of our nation's heritage. The Equal Opportunity Programs Office provides agency-wide leadership and advice on issues of civil rights, equal employment opportunity, diversity, and reasonable accommodations.*

## For more information, please contact:

Equal Opportunity Program Office  
Goddard Space Flight Center  
Building 8, Room 445  
Greenbelt, MD 20771

Main Number: (301) 286-7348  
Fax Number: (301) 286- 0298

National Aeronautics and  
Space Administration



## Reasonable Accommodations for Employees & Applicants with Disabilities



*Eliminating Barriers to  
Equal Employment Opportunities  
at GSFC*

[www.nasa.gov](http://www.nasa.gov)

## The Goddard Space Flight Center (GSFC)

is committed to the principles of equal employment opportunity for all employees and applicants for employment. GSFC recognizes that all Center employees need a variety of resources and support to work efficiently to achieve the goals of the Agency.

In accordance with the Rehabilitation Act of 1973 (Rehab Act), the 1992 amendments to the Rehab Act (requiring the application of the standards set forth in the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and the Equal Employment Opportunity Commission's (EEOC) Enforcement Guidance, "Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act," the Center is required to provide reasonable accommodation(s) for the known physical or mental limitations of qualified employees and applicants with disabilities unless it can be shown that such accommodation(s) would impose an undue hardship on the Agency.

## What is a Reasonable Accommodation?

In general, a reasonable accommodation is any change in the work environment or operating procedures that enables a qualified individual with a disability to enjoy equal employment opportunities. Reasonable accommodations can be requested to assist with the job application process, aid with job performance, and/or further the benefits and privileges of employment.

## What is an example of a Reasonable Accommodation I can request?

Common types of accommodation include:

- providing equipment or devices;
- job restructuring;
- part-time or modified work schedules;
- providing readers and interpreters; and,
- making the workplace readily accessible to and usable by people with disabilities.

## How is Disability Defined?

A disability is generally defined as a physical or mental impairment that substantially limits one or more major life activities (i.e., walking, speaking, breathing, seeing, hearing, learning, caring for oneself, performing manual tasks, sitting, standing, lifting, reading, etc.). Whether an impairment substantially limits a major life activity is determined by the nature and severity, duration (how long it is expected to last), and impact of the impairment (permanent/long term).

## Who is a Qualified Individual with a Disability?

With respect to employment, a qualified individual with a disability is an individual with a disability 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.

## Who Manages the Reasonable Accommodation Process?

The GSFC Equal Opportunity Programs Office processes requests for reasonable accommodations made by either GSFC employees or applicants, and is responsible for facilitating the day-to-day resolution of reasonable accommodation-related issues that may arise.

# Equal Opportunity Programs Office

*EOP: Striving For Excellence, Achieving Results*

## What Does the Process Involve?

### Step 1: Consultation

The Center and the employee/applicant should engage in an interactive dialogue to clarify what the employee/ applicant needs and identify the appropriate reasonable accommodation. During this consultation, the employee/applicant will be asked for suggestions for accommodations would enable him/her to perform the job. In all cases, the employee/applicant should be consulted before an accommodation is made.

### Step 2: Provide Medical Documentation\*

For those instances where the disability and/or need for an accommodation are not obvious, the employee/applicant shall provide reasonable medical documentation from a certified health professional sufficient to substantiate that the employee has a disability as defined by the Rehab Act, and that the disability necessitates a reasonable accommodation.

Documentation submitted by the health professional must establish how the requested accommodation will assist the employee in performing the essential functions of his/her position or how the requested accommodation will enable the employee to enjoy the normal benefits and privileges of the workplace.

**PLEASE NOTE:** It is not necessary for the employee to discuss personal/confidential medical information with the supervisor.

### Step 3: Submit Request

Once the documentation is received, the request will be submitted to the GSFC Medical Director for review. Requests will then be approved or denied.

\*All medical documentation received will be maintained in a confidential manner. All records will be kept in accordance with the Privacy Act, EEOC Privacy Act regulations, the Genetic Information Nondiscrimination Act (GINA) of 2008, the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), the Health Insurance Portability and Accountability Act, and the Rehab Act.