



**United States  
Department of  
Agriculture**

Farm and  
Foreign  
Agricultural  
Services

Foreign  
Agricultural  
Service

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Stop 1064  
Washington, DC  
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TO: All Employees

FROM: Phil Karsting  
Administrator  
Foreign Agricultural Service

DATE: April 7, 2014

SUBJECT: Reasonable Accommodations Policy Statement

The Foreign Agricultural Service (FAS) seeks to create a workplace where all employees are valued, treated fairly, and given opportunities to develop to their fullest potential. It is FAS policy to provide reasonable accommodations for qualified individuals with a disability who are employees or applicants to ensure equal access to all employment opportunities and services.

The Agency is committed to ensuring FAS fully complies with the reasonable accommodation requirements of the Rehabilitation Act of 1973, 29 U.S.C. § 794 and Executive Order 13164, as amended. Under the law, federal agencies must provide reasonable accommodations to qualified applicants and employees with disabilities, unless to do so would cause an undue hardship. A reasonable accommodation is a modification or adjustment to a job application process; modification to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enables a qualified individual with a disability to perform the essential functions of that position; or, an adjustment that enables a covered employee with a disability to receive equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities.

Requests for reasonable accommodations may be made verbally or in writing by an applicant, employee, or their representative. A representative can include, but is not limited to, a family member, friend, or health care professional.

Requests for accommodations may be submitted directly to Mr. David Walton, Animal and Plant Health Inspection Service (APHIS), Reasonable Accommodations Program Manager at Phone: (301) 851-2936, Email: [david.walton@aphis.usda.gov](mailto:david.walton@aphis.usda.gov); or, Reasonable Accommodation Specialist, Ms. Carol Griffith at Phone: (301) 851-2938, Email: [carol.a.griffith@aphis.usda.gov](mailto:carol.a.griffith@aphis.usda.gov). In accordance with the Americans with Disability Act, medical information voluntarily disclosed by an employee is considered confidential. Employers may share such information with supervisors and managers only in "need to know circumstances." Processing of requests for reasonable accommodations will be consistent with USDA Reasonable Accommodation Procedures, DM-4300-2 and will include a facilitative process which includes discussions between the employee (and/or their representative) and a supervising manager representing the Agency.

It is USDA's policy to ensure that no person is subjected to prohibited discrimination in USDA employment, programs and activities based on race, color, national origin, disability, reprisal, and where applicable, sex, religion, age, marital status, familial status, parental status, sexual orientation, political beliefs, protected genetic information, or because all or part of an individual's income is derived from any public assistance program. If you believe you have been discriminated against under the Title VI (programs and activities receiving Federal financial assistance) or Title VII (Equal Employment Opportunity), please contact the FAS Office of Civil Rights, Phone: (202) 720-7233/ TTY: (202) 720-1228.