

United States
Department of
Agriculture

Farm and Foreign
Agricultural
Services

Foreign
Agricultural
Service

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Independence
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Washington, DC
20250

TO: Employees

FROM: Ken Isley
Administrator, FAS

DATE: March 7, 2019

SUBJECT: Reasonable Accommodations Policy/Statement



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

FAS is committed to ensuring it fully complies with the reasonable accommodation requirements of the Rehabilitation Act of 1973, 29 U.S.C. § 794 and Executive Order 13164, as amended. Federal agencies must provide reasonable accommodations to qualified applicants and employees with disabilities, unless to do so would cause an undue hardship. Examples of a reasonable accommodation are as follows: 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: (301) 851-2936 or via e-mail at: david.walton@aphis.usda.gov; or, Ms. Ilycia Swartz, Reasonable Accommodation Specialist at: (301) 851-2938 or via e-mail at: Ilycia.A.Schwartz@aphis.usda.gov. In accordance with the Americans with Disability Act, medical information voluntarily disclosed by an employee is 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 the USDA Reasonable Accommodation Procedures, DM-4300-2 and will include a facilitative process which includes discussions between the employee and/or their representative; and, the employees' manager.

It is USDA's policy to ensure that no person is subjected to prohibited discrimination, within USDA employment and/or 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, please contact the FAS Office of Civil Rights, Room 4069- South Building, Phone: (202) 720-7233, or TTY: (202) 720-1228, within 45 (forty-five) calendar days of the alleged discriminatory event to begin the complaint process.**